



# राजपत्र, हिमाचल प्रदेश (असाधारण)

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

---

शिमला, वीरवार, 3 नवम्बर, 2005/12 कार्तिक, 1927

---

हिमाचल प्रदेश सरकार

**HIMACHAL PRADESH ELECTRICITY REGULATORY COMMISSION**

**NOTIFICATION**

*Shimla-2, 31<sup>st</sup> October, 2005*

**No. HPERC/426.**—The Himachal Pradesh Electricity Regulatory Commission in exercise of the powers vested in it under section 62(2) of the Electricity Act 2003 (36 of 2003) and all other powers enabling it in that behalf, hereby makes the following regulations

namely:-

## REGULATIONS

**1. Short title, extent and commencement.**—(1) These regulations may be called the Himachal Pradesh Electricity Regulatory Commission (Guidelines and Formats for Tariff Filing) Regulations, 2005.

(2) These regulations extend to the whole of the State of Himachal Pradesh.

(3) These regulations shall come into force from the date of their publication in the Rajpatra, Himachal Pradesh.

**2. Application of the regulations.**—These Regulations shall apply to all intra-state transmission licensees, distribution licensees and the trading licensees in the State and also to all the generating companies for supply of power to the distribution licensee within the State except for such of the projects where the tariff has been determined between the distribution licensee, the Government and the generating company and based upon such agreement the power purchase agreement has been approved by the Commission.

**3. Definitions.**—(1) In these regulations, unless the context otherwise requires:—

- (a) “Act” means the Electricity Act, 2003 (36 of 2003);
- (b) “annexure” means the annexure to these regulations;
- (c) “annual capacity index” means the average of the daily capacity indices over a full year;
- (d) “annual capacity utilisation” means the actual energy generated in a year divided by the maximum energy it is capable of generating in a year;
- (e) “Capacity Index (CI)” means declared capacity (MW) x 100/ maximum available capacity (MW);
- (f) “commercial operation” means when control of the loading of the generator is turned over to the system dispatcher;
- (g) “Commission” means the Himachal Pradesh Electricity Regulatory Commission;
- (h) “declared capacity” means the capacity to be available from the plant over the peaking hours of the next day, as declared by the generator.

*Explanation.*— For this purpose the peaking hours shall be not less than 3 hours within a



24 hour period;

- (i) “design energy” means the quantum of energy, which could be generated in a 90 percent dependable year with 95 percent availability of installed capacity of the station on annual basis;
- (j) “Government” means Government of Himachal Pradesh;
- (k) “licence” means a licence granted under Section 14 of the Act to undertake intra-state transmission or distribution of electricity;
- (l) “licensed business” means the functions and activities, which the licensee is required to undertake in terms of the licence granted or being a deemed licensee under the Act;
- (m) “licensee” means a person who has been granted a licence and includes deemed licensee in the State of Himachal Pradesh;
- (n) “maximum available capacity” means maximum capacity the plant could generate with all units running, under the prevailing conditions of water levels, flows and with 100% gate openings;
- (o) “normative value” means a value above which a hydro station would gain incentives.

*Explanation.*—For this purpose the normative value shall be 85% or as may be determined by the Commission from time to time;

- (p) “primary energy” means the quantum of energy generated up to the design energy on per year basis at the generating station;
- (q) “primary energy charge” means 90% of the lowest variable charge of the thermal power station in the concerned region and the balance of total charges would be recovered as capacity charges;
- (r) “secondary energy” means the quantum of energy generated in excess of the design energy on per year basis at the generating station;
- (s) “tariff” means a schedule of standard prices or charges (termed ‘rates’), together with terms and conditions for the application of the tariff to a supply of electricity or electricity related service;

(2) Words and expressions used and not defined in these regulations but defined in the Act shall have the meanings as assigned to them in the Act.

**4. Application for determination of Tariff.**—(1) Every year, by November 30th, every generating company and licensee shall file with the Commission, a tariff application with statements containing the Expected Revenues from the Tariff and Charges including Miscellaneous charges of the ensuing financial year, under its currently approved tariff and

charges including miscellaneous charges along with detailed explanations for assumptions made.

(2) The trading licensee shall file the application if required to do so, by a written order of the Commission.

(3) The information to be filed by the generating companies and licensees are as follows:

- (a) Formats for generating company provided in Annexure 1;
- (b) Formats for transmission licensee provided in Annexure 2;
- (c) Formats for distribution licensee provided in Annexure 3;
- (d) Formats for trading licensee provided in Annexure 4;
- (e) Formats as per regulation 35 of the HPERC (Terms and Conditions for Determination of Tariff) Regulations, 2004 provided in Annexure 5:

Provided that non-compliance of this provision shall be treated as contravention of the regulations and the Commission may initiate proceedings to direct action as provided under section 142 of the Act.

(4) The generating companies and the licensees shall submit a statement on compliance of directives issued by the Commission in its last tariff order along with formats as stated in sub-regulation (3).

(5) In addition to the information to be submitted as per the formats in sub-regulation (3), the licensee should also submit the following as applicable:-

- Copies of reports submitted by the consultants on various engagements;
- Minutes of meetings and action taken reports on public interaction and hearing; processes conducted
- Audit reports of the Comptroller and Auditor General of India;
- Progress regarding unmanning of sub-station;
- Initiatives undertaken under Power Sectors Reforms;
- Business Plans which should include the capital investment plan;
- Performance vis-à-vis conditions of distribution, transmission and trading licence;
- E-governance initiatives undertaken; if any.

(6) The licensee should furnish information regarding installation of High Voltage Distribution System (HVDS) and improvement in the High Tension/Low Tension (HT/LT) ratio;

(7) The licensee should furnish information of Open Access Consumers such as existing consumers, pending applications, contracted capacity, point of injection and point of withdrawal.

(8) The distribution or trading licensee shall also furnish additional information as specified in Annexures 6&7.

(9) A petition for determination of tariff shall be accompanied by information for the previous year, current year and the ensuing year in forms specified by the Commission. The information for the previous year should be based on audited accounts and in case audited accounts for previous year are not available, audited accounts for the immediately preceding previous year should be filed along with un-audited accounts for the previous year.

(10) Every new licensee shall file an application with the Commission, immediately on grant of licence, a tariff application along with details as stated in sub-regulation (3). A generating company shall file a tariff application with the Commission for the new generating station at least two months ahead of commencement of commercial operations of the unit.

(11) The filed application along with the duly filled up formats and explanations will be treated as a petition and it shall be filed as per the procedure provided in 'HPERC (Conduct of Business) Regulations, 2005' and complete in all respects.

(12) Every application for determination of tariff or for continuation of previously determined tariff shall be accompanied with a tariff application fee based on the previous year's actuals as specified 'HPERC (Conduct of Business) Regulations, 2005'.

(13) All filings should be in conformity with the stipulations in the licensing regulations and the conditions of the license. Separate copies of the filing shall be sent to all the generating companies, the licensees and the Government.

(14) The transmission and distribution licensees shall include a detailed statement of voltage-wise aggregate technical and commercial losses (AT&C). The voltage-wise losses

shall be distributed according to the energy drawn at that voltage level. The licensees must provide plans for reducing the losses, together with the details of the investment required to achieve the planned reductions. All such plans are required to be submitted year wise, commencing with the ensuing financial year and covering at least the four subsequent years indicating the sources of fund required to execute these plans.

(15) If there is a revenue gap between the Expected Revenues from the currently applicable Tariff and Charges including Miscellaneous charges and the revenue requirement for the ensuing financial year, the generating company and licensee shall include a proposal/ plan as to how it proposes to bridge this revenue gap.

(16) In addition to the hard copies, the information shall necessarily be submitted in electronic form.

(17) The generating companies and licensees are required to constitute and intimate the particulars to the Commission regarding the working group responsible for providing the desired information and communication with the Commission for necessary clarification etc., if any.

(18) Commission may seek clarification and additional information on inadequacie" in the application, if any, and the generating company and licensee shall provide the clarifications within the date stipulated by the Commission.

(19) Any delay/ non-submission of the tariff application / information may attract penalty / fines in accordance with the appropriate provisions of the Electricity Act, 2003 (36 of 2003) besides postponing the effective date of admission of the application for the purpose of sub-section (3) of section 64 of the Act.

*Explanation.*—In relation to the filing of application for determination of tariff by the existing Board, the revenue and expenditure relating to subsidiaries of the Board, Projects Investigation and Planning, Civil Design, Larji Project and all other civil wings, Larji Electrical Design, Power House Design, Electrical Directorates not forming part of generation, transmission and distribution, State Load Dispatch Centre and other business shall not be taken into consideration.

**5. Use of the Information.**—The Commission shall have the right to use the information submitted by the generators or the licensees, its successor entities and other electricity utilities

as it deems fit including publishing it or placing it on the Commission's website and/ or directing the generator or the licensee to display the information on the generator or the licensee's website.

**6. Multi Year Tariff Principles and Guidelines.**—(1) The Commission may adopt multi year tariff principles for all matters relating to tariff determination including expected revenue from tariff and charges including Miscellaneous charges, allowable cost for prescribed operational efficiency levels, the revision in tariff and charges, changes in tariff structure and such other matters as may be considered necessary.

(2) The Commission may, from time to time, issue guidelines for filing statement of revenue calculations and tariff applications for multi-year and unless waived by the Commission, the licensee shall follow such guidelines issued by the Commission.

**7. Repeal and Savings.**—(1) The Guidelines for revenue and tariff filing issued by the Himachal Pradesh the Electricity Regulatory Commission under section 29(4) of the Electricity Regulatory Commission Act, 1998, on 23.02.2001 are hereby repealed.

(2) Nothing in these regulations shall be deemed to limit or otherwise affect the inherent power of the Commission to make such orders as may be necessary to meet the ends of justice or to prevent abuses of the process of the Commission.

(3) Nothing in these regulations shall bar the Commission from adopting in conformity with the provisions of the Electricity Act 2003 (36 of 2003) a procedure, which is at variance with any of the provisions of these regulations, if the Commission, in view of the special circumstances of a matter or class of matters and for reasons to be recorded in writing, deems it necessary or expedient for dealing with such a matter or class of matters.

(4) Nothing in these regulations shall, expressly or impliedly, bar the Commission dealing with any matter or exercising any power under the Electricity Act 2003 (36 of 2003) for which no regulations have been framed, and the Commission may deal with such matters, powers and functions in a manner it thinks fit.

**8. Issue of orders and practice directions.**—Subject to the provisions of the Electricity Act, 2003 (36 of 2003) and these regulations, the Commission may, from time to time, issue orders and practice directions in regard to the implementation of these regulations and procedure to be followed on various matters, which the Commission has been empowered by these regulations to direct, and matters incidental or ancillary thereto.

**9. Power to remove difficulties.**—If any difficulty arises in giving effect to any of the provisions of these regulations, the Commission may either suo motu or on an application made to it, by general or special order, do or undertake or direct the Licensee to do or undertake things, which in the opinion of the Commission is necessary or expedient for removing the difficulties.

**10. Power to amend.**—The Commission may, at any time add, vary, alter, modify or amend any provisions of these regulations.

(By the order of the Commission)

*Secretary*  
*Himachal Pradesh Electricity Regulatory Commission*

## HIMACHAL PRADESH ELECTRICITY REGULATORY COMMISSION

### NOTIFICATION

*Shimla-2, the 31st October, 2005*

**No. HPERC/401.**—The Himachal Pradesh Electricity Regulatory Commission, in exercise of the powers conferred by sub-section (1) of section 181 and Clauses (za) and (zb) of sub-section (2) of section 181 read with sub-section (1) of section 57, section 58, section 59 and clause (i) of sub-section (1) of section 86 of the Electricity Act, 2003 (36 of 2003) and all other powers enabling it in this behalf, in consultation with the licensees and the persons likely to be affected, hereby makes the following regulations namely:—

### REGULATIONS

**1. Short title, extent and commencement-** (1) These regulations shall be called the Himachal Pradesh Electricity Regulatory Commission (Distribution Licensees' Standards of Performance) Regulations, 2005.

(2) These regulations shall be applicable to all distribution licensees engaged in distribution of electricity the State of Himachal Pradesh.

(3) These regulations shall come into force from the date of their publication in the Rajpatra, Himachal Pradesh.

(4) "call centre" means the place or office set up by the distribution licensee to register complaints;

(5) "control centre" means a centre established for compilation, evaluating, ranking and analyzing the performance of 'responsibility centres' established at the Headquarters of the distribution licensee;

(6) "distribution system" means the system of wires and associated facilities between the delivery points on the transmission lines or the generating station connection and the point of connection to the installation of the consumers and shall also include electric line, sub-station and electrical plant that are primarily maintained for the purpose of distributing electricity in the area of supply of such distribution licensee notwithstanding that such line, sub-station or electrical plant are high pressure cables or overhead lines or associated with such high pressure cables or overhead lines; or used incidentally for the purposes of transmitting electricity for others.

(7) "distribution licensee", means a licensee authorized to operate and maintain a distribution system for supplying electricity to the consumers in the areas of supply and includes a person deemed to be a licensee under section 14 of the Act;

(8) "dispute" means where the distribution licensee or his employees, against whom a complaint has been made, denies or disputes, the allegations contained in the complaint and includes failure of a commercial negotiation between complainant and distribution licensee within the scope of the Act, the codes, the standards and the regulations as framed by the Commission;

(9) "Electricity Supply Code" means the Electricity Supply Code specified under section 50 of the Act;

(10) "forum" means Forum for the Redressal of Grievances of the Consumers constituted by the distribution licensee under sub-section (5) of section 42 of the Act;

(11) "responsibility centre" means a Circle Unit of the distribution licensee headed by an officer not below the rank of the Superintending Engineer;

(12) "schedule" means the schedule to these regulations; and

(13) other words and expressions used in these regulations, not defined herein, but defined in the Act shall have the same meaning as are assigned to them in the said Act or in absence of any definition in the Act, the meaning as commonly understood in the electricity supply industry.

**1. Objective.**—These standards lay down the guidelines to maintain certain critical distribution system parameters within the permissible limits. These standards shall serve as guidelines for distribution licensees to operate their distribution system for providing an efficient, reliable, coordinated and economical system of electricity distribution and retail supply. The objectives of these performance standards are:—

(a) to ensure that the distribution system performance meets a minimum standard which is essential for the consumers' installation to function properly;

- (b) to enable the consumers to design their systems and equipment to suit the electrical environment that they operate in;
- (c) to enhance the quality of the distribution system and services to meet acceptable standards in the short term and gradually moving towards improved standards in the long term;
- (d) to lay down standards of performance, to measure consumer centric initiatives undertaken by the distribution licensee in providing services, computerized call centres, mobile vans for fault attendance, comprehensive information database, infusion of technology like pre-paid meters and unmanned sub-stations ; and
- (e) to introduce engineering resource management concept to rationalize staff deployment in construction and operation and management functions and to initiate resource planning functions at the circle level.

**4. Legal Provisions.**—(1) The Commission, in pursuance of section 57, read with clause (i) of sub-section (1) of section 86 of the Act, shall specify the standards of performance of the distribution licensees, intending to serve as guidelines for them to operate their distribution system for providing quality and reliability of resources;

(2) The Commission, as required under sub-section (1) of section 57 of the Act, shall, after consultation with licensees and persons likely to be affected, specify standards of performance of a licensee or a class of licensees.

(3) If a licensee fails to meet the standards specified under sub-section (1) of section 57 of the Act, without prejudice to any penalty, which may be imposed, or prosecution be initiated, he shall be liable to pay to a person affected such compensation as may be determined under sub section (2) of section 57 by the Commission;

Provided that before determination of compensation, the concerned licensee shall be given reasonable opportunity of being heard.

(4) The Commission may, in exercise of the powers vested in it under section 58, specify different standards under sub-section (1) of section 57 of the Act for a class or classes of the licensees.

(5) Every licensee shall, within the period specified, under sub-section 59 of the Act, by the Commission, furnish to the Commission the following information, namely:—

- (a) the level of performance achieved under sub-section (1) of section 57 of the Act;
- (b) the number of cases in which compensation was made under sub-section (2) of section 57 of the Act and the aggregate amount of the compensation.



(6) The Commission shall at least once in every year arrange for publication, in such form and manner, as it considers appropriate, of such of information furnished to it under sub-regulation (5).

**5. Standards of performance.**—(1) Standards specified in Schedule-I shall be the guaranteed standards of performance, being the minimum standards of service which a licensee shall achieve and maintain in discharge of his obligations as a distribution licensee. It aims at maintaining quality, continuity and reliability of services to its consumers at efficient levels specified by the Commission.

(2) The Standards specified in Schedule-II are in terms of financial, technical, engineering resource management and operational efficiency levels to be adopted by the management of the distribution licensee as per the best industry practices and international norms.

(3) The distribution licensee shall, frequently but at an interval not less than six months, educate the consumers of their rights regarding the standards of performance as specified by the Commission under section 57 of the Act, by giving wide publicity amongst its field staff and public in general including local rural and urban bodies through electronic and print media.

**6. Compensation.**—(1) If the distribution licensee fails to meet the guaranteed standards of performance as specified in Schedule-I, the distribution licensee shall pay to the affected person, the compensation mentioned against each of the standards of performance in the said Schedule-I.

(2) The compensation mentioned against each item in Schedule-I is payable to the affected person without establishing the violation of the standard and loss/damage suffered on account of failure of the distribution licensee to meet the guaranteed standards of performance and is without prejudice to any penalty which may be imposed or prosecution initiated against the distribution licensee by the Commission.

(3) Notwithstanding the compensation payable under sub-regulation (1), the affected person may initiate proceedings before the Commission for determination of the compensation for violation of the standard and loss/ damage suffered consequent of failure of the distribution licensee to meet the guaranteed standards of performance.

Provided that the Commission before awarding the compensation shall give a reasonable opportunity of being heard to the distribution licensee and the affected persons and shall take into account the compensation already paid by the distribution licensee under sub-regulation (i)

(4) The distribution licensee shall pay—

- i) the compensation mentioned in sub-regulation(i), within thirty days of the failure of the distribution licensee to meet the guaranteed standards of performance and
- ii) the compensation determined by the Commission under sub-regulation(3), within ninety days of such determination; either through adjustment against existing, current and/ or future bills for supply of electricity and the distribution license shall duly reflect the said

payment/adjustment in the quarterly and the consolidated annual report to be submitted by him under regulation-9.

(5) The Commission may demand such additional information, evidence and summon records, logged data from the distribution licensee and/or affected persons for determination of compensation. The distribution licensee on demand shall furnish such information and records to the Commission supported through an affidavit.

(6) The Licensee shall maintain the record of compensation payable under sub-regulation (1) showing the name, consumer number and address of the affected person, amount of compensation payable and actually paid, mode of adjustment of compensation in bill as per sub-regulation (2) in each case. The liability of compensation under sub-regulation (1) shall be applicable from the first day of the month subsequent to the month in which these regulations come into effect.

(7) Compensation paid by the distribution licensee, which is attributed to negligence, inefficiency and for not exercising reasonable care and diligence by its employees as may be determined by the Commission would not be allowed as pass-through in ARR of the distribution licensee.

#### 7. Channels for redressal of complaints and grievances:—

(1) The various channels available for a consumer to address his complaints and grievances shall be as under: -

Sl. No.	Channel	Eligibility	Exceptions
1	Forum for Redressal of Grievances of the Consumers	Any consumer- (b) who is aggrieved by non-redressal of his grievance by the distribution licensee; or (c) Who is not satisfied by the redressal of his grievance by the distribution licensee; in accordance with the guidelines specified by the Commission under sub-section(5) of section-42 of the Act i.e. the HPERC (Guidelines for Establishment of Forum for Redressal of Grievances of the Consumers) Regulations, 2003.	(i) SOP complaints involving compensation (ii) Complaints mentioned in regulation 8 of the HPERC (Guidelines for Establishment of Forum for Redressal of Grievances of the Consumers) Regulations, 2003. (iii) Matters subjudice before the Commission, any other Court, Tribunal/ statutory body.

2.	Electricity Ombudsman	(i) Any person aggrieved by an order made by the Forum  (ii) Any person whose complaint is not redressed by the Forum within 90 days from the date of lodging of complaint	(i)SOP complaints involving compensation  (ii)Matters subjudice before the Commission, any other Court, Tribunal or statutory body.
3.	H .P. Electricity Regulatory Commission	SOP complaints involving compensation	

**8. Implementation Arrangements.**—Each operation Circle Unit of the distribution licensee shall be treated as a responsibility centre for overall performance of standards specified under these regulations. The officer heading the responsibility centre shall have total accountability and associated responsibility and authority for managing the actions and performance of the responsibility centre. In cases of centralized or specialized functions, the identified responsibility centers alongwith nodal officers have to be furnished by the distribution licensee within 90 days of these regulations coming into force.

(2) The operational head of the distribution licensee shall have overall responsibility for implementation of standards of performance and he shall, to bring in the sense of ownership and competition set the performance parameters as well as benchmarks for improvement for each responsibility centre. The operational head of the distribution licensee shall establish one control centre at the head office under the officer not below the rank of Superintending Engineer for compilation, evaluation, ranking and analyzing the performance of responsibility centre.

(3) Immediately after the commencement of these regulations, and under intimation to the Commission, but not later than 30 days the control centre shall develop uniform formats for data collection, compilation and evaluation of performance of the responsibility centres. The control centre shall prepare and circulate the procedures for compilation and computation of various standards and performance indicators alongwith uniform definitions and explanations of terms used for unambiguous interpretation by all the responsibility centers.

(4) The control centre shall monitor, evaluate, rank the circles and advise the responsibility centres for corrective measures. A monthly report for progressive monthly improvement made by the responsibility centre shall be prepared by the control centre.

**Explanation.**—For the purpose of this sub-regulation the expression “operational head” shall mean and include the officer heading the distribution wing of the licensee.

**9. Information on standards of performance.-** (1) The distribution licensee shall furnish to the Commission, in a quarterly report and a consolidated annual report, for each financial year, the following information as to the guaranteed standards of performance:—

- (a) the levels of performance achieved by the distribution licensee with reference to those specified in Schedule – I to these regulations;
- (b) the number of cases in which compensation was payable and the aggregate amount of the compensation paid and payable by the distribution licensee;
- (c) the number of claims preferred by the consumers against the distribution licensee for failure to meet the guaranteed standards of performance and the action taken by the distribution licensee including the reasons as to the delay in payment, or non-payment of compensation for such claims.

(2) The Commission shall, at such intervals as it may deem fit, arrange for the publication of the information furnished by the licensees under these regulations.

(3) In the consolidated annual report, the distribution licensee shall report on the measures taken by the distribution licensee to improve performance areas, assessment of the targets to be imposed for the ensuing year, indicating responsibility centre-wise achievement of benchmark indicators analyzing the performance of each circle and ranking of circles with respect to each performance indicator set in Schedule –I

(4) The Ombudsman shall prepare a report on half yearly basis giving details of the nature of the grievances of the consumer dealt by the Ombudsman, the response of the Licensee in the redressal of the grievances and the opinion of the Ombudsman on the licensee's compliance of the standards of performance as specified by the Commission under section 57 of the Act during the preceding six months.

(5) Licensee should immediately constitute a working group but not later than 30 days responsible for monitoring the information and co-ordination with the Commission for necessary explanations, if any and intimate to the Commission about the constitution of the working group.

**10. (1) Monitoring and Enforcement of Standard of Performance.**—In order to ensure proper and due enforcement of the Standards of Performance, the Commission shall monitor the compliance thereof and may on being satisfied that distribution Licensee has failed to maintain and discharge his obligations in relation to the Standards of Performance under these regulations or has failed to furnish information in time or has furnished inadequate or incorrect information under sub-regulation 9 (1) by order, in writing, direct the Secretary or officers, not below the rank of the gazetted officer, or Consultant or any other person, specified in the order, to investigate and to report to the Commission.

(2) If the report under sub-regulation(1) or information obtained under regulation 9 or any part thereof is proposed to be relied upon by the Commission in forming its opinion and satisfaction, the distribution Licensee shall be given a reasonable opportunity for filing objections and making submissions on the report or information.

(3) The Commission may direct, that the expenditure incurred in conducting the investigations in sub-regulation (1) be borne by distribution Licensee.

**11. Use of Information:** The Commission shall have the right to use the information received under regulation 9 or regulation 10 as it deems fit and publishing it or placing it on the Commission's website and/ or directing the licensee to display the information on the licensee's website and also for initiating action under section 19, section 23 and other enabling provisions of the Act.

**12.Exemptions.**—(i) The guaranteed standards of performance specified in these regulations shall remain suspended during Force Majeure conditions such as war, mutiny, civil commotion, riot, flood, cyclone, lighting, earthquake or other force and strike, lockout, fire affecting the distribution licensee's installations and activities.

(2) The Commission, may by a general or special order issued for the purpose, and after hearing the distribution licensee and such representatives of the affected consumer group as the Commission considers it to be appropriate, release the distribution licensee from the liability to compensate the consumers for any default in the performance of any standard, if the Commission is satisfied that such default is for reasons other than those attributable to the distribution licensee and that the distribution licensee had otherwise duly made efforts to fulfill his obligations.

**13. Issue of orders and directions.**— Subject to the provisions of the Act and these regulations, the Commission may, from time to time, issue orders and directions in regard to the implementation of these regulations and procedure to be followed on various matters.

**14. Power to remove difficulties.**— If any difficulty arises in giving effect to any of the provisions of these regulations, the Commission may, either *suo motu* or on an application made to it, by general or special order, do or undertake or direct the distribution licensee to do or undertake things, which in the opinion of the Commission are necessary or expedient for the purpose of removing the difficulties.

**15. Power to amend schedules.** - The Commission, may by an order at any time add, vary, alter, modify or amend any of the provisions of the schedules attached to these regulations.

**16. Repeal and savings.**—(1) The Complaint Handling Mechanism and Procedure approved by the Commission under sub-section (d) of section 22 of the Electricity Regulatory Commission's Act, 1998 (Act No. 14 of 1998) and adopted w.e.f. 11.02.2002 by the Himachal Pradesh State Electricity Board, is hereby repealed.

(2) Anything done or any action taken or purported to have been done or taken including any order, direction made or notice or issued by the Commission prior to the commencement of these regulations shall in so far as it is not inconsistent with the provisions of these regulations, be deemed to have been done or taken or issued under the corresponding provisions of these regulations.

(3) As far as the distribution licensee is concerned, notwithstanding any thing contrary contained in the HPERC (Guidelines for Establishment of Forum for Redressal of Grievances of the Consumer) Regulations, 2003 framed by the Commission under Section 181 of Electricity Act 2003, these regulations shall have overriding effect.

(4) Nothing in these regulations shall affect the rights and privileges of the consumers under any other law including the Consumer Protection Act, 1986 ( 68 of 1986).

By the Order of the Commission

Secretary  
Himachal Pradesh Electricity Regulatory Commission

**SCHEDULE – I**

[see regulations 2(13),5(1),6(1)(3),9(3) and 15]

**GUARANTEED STANDARDS OF PERFORMANCE****(1) Call Centre**

Nature of Service / Standards	Maximum time limit for rendering service	Compensation to be Levied
<b>Call Centre</b>		
Establishment of Consumer Call Centres with appropriate Information, Communication and Technology backbone along with appropriate staffing of the same with following coverage area		
Atleast one sub division covered per Circle	Within 6 months	Rs. 100/- per day for Circles not covered beyond 3 months* after ond expiry of the specified time
Atleast one sub division covered per Division	Within 12 months	Rs. 100/- per day for Division not covered beyond 6 months* after expiry of the specified time
All Sub-Divisions	Within 24 months	Rs. 100/- per day for not covered beyond 12 months* after expiry of the specified time
First response against a Consumer Call	2 Minutes	At the end of each month, average response time is to be analyzed and any delay in average response time beyond standard time allowed shall be subject to compensation at Rs. 10/ per minute delay for that Call Centre*.
Registration of Consumer Call	5 Minutes	At the end of each month, average time taken in registration of Consumer Call is to be analyzed and any delay beyond standard time allowed shall be subject to compensation at Rs. 10/ per minute delay for that Call Centre*.
Issue of Docket No.	5 Minutes	At the end of each month, average time taken in issue of Docket to be analyzed and any delay beyond standard time allowed shall be subject to compensation at Rs. 10/ per minute delay for that Call Centre*.
Intimation to consumer after attending call		After attending the call, Call centre has the responsibility to intimate the consumer about the status of his complaints.

**(2) Consumer Related Services**

Nature of Service/ Performance Standards	Maximum Time Limit for rendering service	Compensation Leviable	Targeted Level of Standard of Performance
<b>Fuse-off /Fault Calls:</b>			
Cities/Towns a) Complaints received between 9 AM to 9 PM b) Complaints received between 9 AM to 9 PM	6 hours  12 hours	Rs. 5/- per affected consumer for every hour of delay beyond 4 working hours subject to maximum of Rs. 50/- per affected consumer per day.	99% of Fuse-off/ Fault complaints received
Rural Areas Complaints received any time during the day	24 hours	Rs. 20/- per affected consumer per day beyond one day subject to maximum of Rs. 50/- per affected consumer.	99% of Fuse-off/ Fault complaints received
<b>Line Breakdowns:</b>			
Cities/Towns	(i) Where replacement of pole is not required: 24 Hrs.  ii) Where replacement of pole is required: 48 Hrs.	Rs. 5/- per affected consumer per day for delay beyond one day subject to maximum of Rs. 50/- per affected consumer.  Rs. 5/- per affected consumer per day for delay beyond two day subject to maximum of Rs. 50/- per affected consumer.	95% of Line Breakdown complaints received  90% of Line Breakdown complaints received
Rural Areas	i) Where replacement of pole is not required: 24 Hrs.	Rs. 5/- per affected consumer per day for delay beyond one day subject to maximum of Rs.	90% of Line Breakdown complaints received



Nature of Service/ Performance Standards	Maximum Time Limit for rendering service	Compensation Leviable	Targeted Level of Standard of Performance
	ii) Where replacement of pole is required: 72 Hrs.	50/- per affected consumer.  Rs. 5/- per affected consumer per day for delay beyond three day subject to maximum of Rs. 50/- per affected consumer.	85% of Line Breakdown complaints received

**Replacement of failed Distribution Transformer:**

Cities/Towns	1 day	Rs. 20/- per affected consumer/day for delay beyond 1 day subject to maximum of Rs. 100/- per affected consumer.	95% of number of transformers reported failed
Rural Areas	3 days	Rs. 10/- per affected consumer/day for delay beyond 3 days subject to maximum of Rs. 100/- per affected consumer.	95% of number of transformers reported failed

**Replacement of damaged service line/wire:**

Cities/Towns	1 day	Rs. 20/- per day for delay beyond 1 day	99% of damaged service line complains received
Rural Areas	2 days	Rs. 10/- per day for delay beyond 1 day	

**Complaints about meters**

**LT Consumers**

**Testing & Checking for Correctness of Meter**

Urban Area	7 days from lodging of complaint	Rs. 50/- per day for delay beyond 7	90% of requests
------------	----------------------------------	-------------------------------------	-----------------

Nature of Service/ Performance Standards	Maximum Time Limit for rendering service	Compensation Leviable	Targeted Level of Standard of Performance
		days subject to maximum of Rs.200/- per consumer	
Rural Area	15 days from lodging of complaint	Rs. 50/- per day for delay beyond 15 days subject to maximum of Rs.200/- per consumer	90% of requests
<b>Defective/Stopped/Burnt Meter/Metering Equipment Replacement<sup>1</sup> -</b>			
Urban Area			
Replacement not attributable to consumer	7 days from the date of receiving information /lodging of the complaint	Rs. 50/- per day for delay beyond specified period subject to maximum of Rs.200/- per consumer	90%
Where the cost is recoverable from the consumer or meter is to be supplied by the licensee.	7 days after the receipt of payment of metering equipment.	Rs. 50/- per day for delay beyond specified period subject to maximum of Rs.200/- per consumer	90%
Rural Area			
Replacement not attributable to consumer	15 days	Rs. 50/- per day for delay beyond specified period subject to maximum of Rs.200/- per consumer	90%

<sup>1</sup> In case of supply being affected due to burnt meters then replacement has to be to be undertaken within 1 day

Replacement of old electromechanical meters should be done by Electronic Meters or Pre Paid Meters Only.

Nature of Service/ Performance Standards	Maximum Time Limit for rendering service	Compensation available	Targeted Level of Standard of Performance
Where the cost is recoverable from the consumer or meter is to be supplied by the licensee	15 days after the receipt of payment of metering equipment.	Rs. 50/- per day for delay beyond specified period subject to maximum of Rs.200/- per consumer	90%

### II.T. Consumers

Replacement not attributable to consumer	Within 7 days after receipt of complaint provided meter is available with Licensee, otherwise within 1 month in any case	Rs. 200/- per day for delay beyond specified period subject to maximum of Rs.2000/- per consumer	99%
Where the cost is recoverable from the consumer,	Within 7 days after receipt of payment/supply of equipment provided meter is available with Licensee, otherwise within 1 month in any case.	Rs. 200/- per day for delay beyond specified period subject to maximum of Rs.2000/- per consumer	100%
When the consumer is required to supply the metering equipment	7 days after delivery of metering equipment to the Licensee's office	Rs. 200/- per day for delay beyond specified period subject to maximum of Rs.2000/- per consumer	100%

### Complaints about consumer's bills

Urban Area	1 day - 10 Days	Rs. 5/ per consumer per day beyond 10 days delay subject to maximum of Rs. 50/-	99% of complaints received
Rural Area	1 day - 15 Days	Rs. 5/ per consumer per day beyond 15 days delay subject to maximum Rs. 50/-	99% of complaints received

Nature of Service/ Performance Standards	Maximum Time Limit for rendering service	Compensation Leviable	Targeted Level of Standard of Performance
<b>Other Standards</b>			
Making and keeping Regular Appointments	<p>a) At Sub-Divisional Level -Twice a week</p> <p>b) At Divisional Level - Once a week</p> <p>c) At Circle Level - Once a fortnight</p> <p>d) At Chief Engineer Level -Once a month</p> <p>Note: 1) Days and time of appointments should be notified by the Board on uniform basis for all offices throughout the State. ii) Days and time of appointment shall be displayed outside the room of the Officer concerned and also printed on the backside of the bills.</p>	<p>20</p> <p>50</p> <p>100</p> <p>200</p>	95%
Making and keeping Special Appointments.	Such appointments may be had at the above levels at the specific request of any consumer.		95%
Investigation of voltage	Within 4 weeks of receipt of complaint.	Rs.100/-	95%

Nature of Service/ Performance Standards	Maximum Time Limit for rendering service	Compensation Leviable	Targeted Level of Standard of Performance
complaints and reply to the consumer.			

Note: The compensation for items marked \* shall be set kept aside by Licensee in a separate account.

### (3) Efficiency Parameters

Parameters	Targeted Level of Standard of Performance
Failure of 33/11 kV Power Transformers	Not exceeding 1% in a year of the number of transformers in service at the beginning of year
11/0.4 kV Distribution Power Transformers	Not exceeding 2% in a year of the number of transformers in service at the beginning of year
% of Stopped/Defective Meters	Not exceeding 5 % of the meters installed
% T & D Losses	Subject to Commission's directions in ARR/Tariff Order from time to time
% Collection Efficiency	Annual Average monthly collection efficiency not less than 99% LT Consumers – 95% HT & EHT consumers – 100% Where monthly collection efficiency = Amount realized divided by the amount assessed during the month. Bills challenged in any court of law shall not be considered for the purpose of collection efficiency.

### (4) Reliability & Quality of Power Supply

Reliability of the distribution system operated by the Licensee shall be computed on the basis of number and duration of sustained interruptions in a year. In a power system, it may take a few minutes to restore power after transient faults or to reroute power in the network to restore supply to the affected area, where a large number of consumers are involved. Sustained interruptions of more than ten minutes duration shall be considered for judging the reliability of the system and temporary interruptions not exceeding ten minutes duration shall be ignored in computation.

The following reliability/outage indices are prescribed by the Institute of Electrical and Electronics Engineers (IEEE) Standard 1366 of 1998. The licensee shall compute and report the value of these indices:

**a. SAIDI**

SAIDI (System Average Interruption Duration Index) is commonly referred to customer minutes of interruption and is designed to provide information about the average time the customers are interrupted.

$$SAIDI = \sum_{i=1}^n (B_i \times N_i) / N_t$$

Where,

$B_i$  = Total duration of all sustained interruptions (each longer than 10 minutes) on  $i$ th feeder for the month

$N_i$  = Connected load of  $i$ th feeder affected due to each interruption

$N_t$  = Total connected load at 11kV in the Distribution licensee's supply area

$n$  = Number of 11kV feeders in the licensee's supply area (excluding those serving predominantly agricultural load)

**b. SAIFI**

SAIFI (System Average Interruption Frequency Index – sustained interruptions) is designed to give information about the average frequency of sustained interruptions per customer over a pre defined area.

$$SAIFI = \sum_{i=1}^n (A_i \times N_i) / N_t$$

Where,

$A_i$  = Total number of sustained interruptions (each longer than 10 minutes) on  $i$ th feeder for the month

$N_i$  = Connected load of  $i$ th feeder affected due to each interruption

$N_t$  = Total connected load at 11kV in the Distribution licensee's supply area

$n$  = Number of 11kV feeders in the licensee's supply area (excluding those serving predominantly agricultural load)

**c. Consumers Average Interruption Frequency Index (CAIFI)**

Consumers average interruption frequency index, which shall be calculated by dividing the total number of sustained interruptions to consumers in a year by the total number of consumers served. An interruption in supply to a consumer shall be considered as one interruption to one consumer. In case of failure of a line or transformer, number of interruptions shall be equal to the number of consumers affected. The index shall be expressed as number of interruptions per consumer per year and shall be calculated annually.

$$CAIFI = \frac{\sum (I * K)}{N}$$

Where

$I$  = Number of interruptions exceeding 10 minutes at a time for the voltage class.

K = Number of Consumers whose power supply remained 'off' as a result of such interruption.

N = Total Number of Consumers in service at the beginning of year having that class of voltage supply

\* Multiplication sign

CAIFI shall be calculated for a sub-station, for a circle and for the Licensee as a whole. The index shall be expressed in number of interruptions per consumer per year.

#### d. Consumers Average Interruption Duration Index (CAIDI)

Consumers average interruption duration index, which shall be calculated by dividing the total minutes of sustained interruption in supply to consumers in a year by the total number of consumers served. The index shall be expressed as number of minutes of interruption per consumer per year and shall be calculated annually.

$$CAIDI = \frac{\Sigma (P * K)}{N}$$

Where

P = Duration of interruptions exceeding 10 minutes at a time for the voltage class.

K = Number of Consumers whose power supply remained 'off' as a result of such interruption's.

N = Total Number of Consumers in service at the beginning of the year having that class of voltage supply

\* Multiplication sign

CAIDI shall be calculated for a sub-station, for a circle and for the Licensee as a whole. The index shall be expressed in interruption minutes per consumer per year.

While calculating the SAIFI, SAIDI, CAIFI and CAIDI indices, the following types of interruptions shall not be taken into account:

- (a) Planned outages
- (b) Temporary interruptions of duration less than ten minutes
- (c) Outages due to failure of upstream power system including generation and transmission network.
- (d) Outages due to Force Majeure reasons beyond the Licensee control like fire, earthquake, floods, storms, and riots.

Within one year of coming these regulations into force, the Licensee shall declare Reliability Index (RI) in the form of SAIDI & SAIFI in its area of supply and shall publish it in local newspaper having wide circulation in that area. The Reliability Index

shall cover all cities and towns up to the District Headquarter towns as also for rural areas

The Commission shall fix benchmarks for standards of reliability on the basis of data collected for one year and revise the levels to be achieved from time to time for ensuring improvement in the performance of the Licensee

**e. Voltage Variation Limits**

Licensee shall ensure that long duration voltage variation at the point of commencement of supply to consumer as defined in Indian Electricity Rules, 1956, shall not vary from the declared voltage as below.

Type of supply and declared voltage	Variation maximum limit %	Variation minimum limit %
230 Volts single phase 50 Hz AC supply	6% of declared voltage	6% of declared voltage
400 Volts three phase 50 Hz AC supply	6% of declared voltage	6% of declared voltage
11000/22000 Volts three phase 50 Hz AC supply	6% of declared voltage	9% of declared voltage
33000 Volts three phase 50 Hz AC supply	6% of declared voltage	9% of declared voltage

The complaints with respect to voltage variation limits shall be established through portable voltage recorders or meter reading instruments.

**f. Voltage unbalance**

The Voltage unbalance shall not exceed the following limits:

Voltage Level	Limit of voltage unbalance	Implementation Stage
33 kV level	4%	As specified by CEA Grid Connectivity Regulation 2004
11 kV/22 level	4.5%	As specified by CEA Grid Connectivity Regulation 2004



**SCHEDULE II**

[see regulation 2(13)(2) and 15]

**STANDARDS FOR RESPONSIBILITY CENTRE**

	Performance Measure	Target levels	Effect Measured	Data Sources/ Responsibility Centre	Reporting Periodicity	Implementation Phasing
	<b>Pra Requisites</b>					
1	Establishment of call centres		Time Schedule	Board	Bimonthly	As per Schedule I
2	Establishment of Meter Relay Testing Teams (On site testing, MRL downloads)	6 teams per month	Detection of defective/slow/burnt meters	Board	Quarterly	Six months
3	Establishment of Human Resource Database	3 months out sourcing	Time Schedule	Board	Bimonthly	One month
	<b>Consumer Services</b>					
1	No. of complaint received per year to total number of consumers (%)	0.5%	Service Quality	Complaint Registers at Complaint Centre or Consumer Call Centre	Quarterly	One month
2	Ratio of staff attending complaints per thousand consumers (Skilled /Unskilled staff separately identified)	1	Adequacy of complaint staff for consumer services	Path Records/MR Database	Quarterly	One month
	<b>System Reliability</b>					
1	Availability of manpower (Across Cadres), equipments to conduct the study	5	SAIDI, SAIDI, CAIDI & CAIDI Study	System Planning	Quarterly	One month

**Operational Performance**

1	Energy Auditing – Feeder wise		Loss levels	System Planning	Monthly	One month
2	Loss estimation of Technical & commercial across voltage levels and consumer categories	12 months for Board	Loss levels	System Planning	Monthly	One month
3	Unplanned outage/total outage (Fault breakdown / total outage)	<10%	Relative impact of outage plan for maintenance in minimizing fault breakdown	SE (operation circle)	Monthly	One month
4	Annual replacement rate of Distribution transformers (%): (Distribution Transformers replaced / Transformers in service)	2%	Effectiveness of preventive maintenance and protection provided	SE (operation circle)	Quarterly	One month
5	Phased unmanning of distribution sub stations	Linked to retiring personnel	Automation	SE (operation circle)	Quarterly	One month

**Metering, Billing and Collection**

1	Number of Meters per Meter Reader a) Urban b) Rural	Depends on meter reading cycle	Adequacy of meter reading staff	HR Database	Quarterly	One month
2	Number of meter readings done per meter reader per month a) Urban b) Rural	100 per day 50 per day	Productivity	Sub-divisions	Quarterly	One month
3	Meters defective & damaged / Meters in service	5%	Adequacy of meters technology and life expectancy of meters	Meter Testing Lab and Consumer service records	Quarterly	One month

4	Average level of customer arrears (days/customer)	90	Collection efficiency	Revenue Registers/ Billing Database	Quarterly	One month
5	Number and amount involved in customer litigation cases	<0.5 % of revenue from Standards of Performance	Quality of service, Customer responsiveness	Operation and Maintenance Circle	Monthly	One month
6	Infusion of Technology (Spot Billing Machine, Pre Paid Meters, Internet Banking, ECS, etc) Number of computerized bills/Number of manual bills		Technology Adoption	Circle Heads	Quarterly	One month

#### Human Resource Management

1	Employees per 1000 customers	16 (Gradually should decrease)	Employee Strength	HR Database	Quarterly	One month
2	Employee cost per unit of retail sales	1.00	Labor cost efficiency	Financial records	Half Yearly	One month
3	Training participation days per employee	Once in every 3 years	Adequacy of training	HR / Training records	Half Yearly	One month
4	Terminal Liabilities Evaluation	3 months-out side actuary valuation outsourcing	Future cost implications	Secretary of Board	Yearly	One month

#### Financial & Material Management

1	Annual capital expenditure/net book value		Financial Efficiency	Accounts	Yearly	One month
2	Distribution cost/Energy sales across consumer categories	< Re 1	Operational Efficiency and Cost control	Accounts	Yearly	One month

3	Employee cost as a percentage of total cost	20%	Employee Productivity	Accounts	Yearly	One month
4	Operating expenses / Revenue from Sale of power	<20%	Financial Efficiency	Accounts	Yearly	One month
5	Cost of capital	12%	Financial Efficiency	Accounts	Yearly	One month
6	Debt Service Coverage Ratio	> 1	Financial Efficiency	Accounts	Yearly	One month
7	Stores Inventory/1000 Km of distribution lines	0.5 Cr	Financial Efficiency	Accounts	Yearly	One month
9	Working Capital to Revenue from Sale of power	< 8%	Financial Efficiency	Accounts	Yearly	One month

# Engineering Resources Management – To be operational at the circle level with the overall responsibility of the Superintendent Engineer

	Performance Measure	Target Level	Data Sources/ Responsibility Centre	Reporting Periodicity	Implementa- tion Phasing
<b>A</b>	<b>Construction Norms (per Km)</b>	To be specified by the Commission within three months from the date of notification of these Regulations.			
1	<b>33 kV Line work</b>				
	(a) Man days for Lineman		Estb. Records/HR Database	Quarterly	Six months
	(b) Man days for Helpers & skilled Workers		Muster Rolls/ Estb. Records/HR Database	Quarterly	Six months
2	<b>11 kV Line work</b>				
	(a) Man days for Lineman		Estb. Records/HR Database	Quarterly	Six months
	(b) Man days for Helpers & Unskilled Workers		Muster Rolls/ Estb. Records/HR Database	Quarterly	Six months
3	<b>LT Line work</b>				
	(a) Man days for Lineman		Estb. Records/HR Database	Quarterly	Six months
	(b) Man days for Helpers & Unskilled Workers		Muster Rolls/ Estb. Records/HR Database	Quarterly	Six months
4	<b>33/11 kV Sub-Station Construction work</b>				Six months
	(a) Man days for Lineman		Estb. Records/HR Database	Quarterly	Six months
	(b) Man days for Helpers & Unskilled Workers		Muster Rolls/ Estb. Records/HR Database	Quarterly	Six months
5	<b>11 / 0.4 kV pole mounted Sub-Station Construction work</b>				Six months
	(a) Man days for Lineman		Estb. Records/HR Database	Quarterly	Six months
	(b) Man days for Helpers & Unskilled Workers		Muster Rolls/ Estb. Records/HR Database	Quarterly	Six months

## Checklist of Forms and other information/ documents for tariff filing for Hydro Stations

Form No.	Title of Tariff Filing Forms (Hydro)	Tick
FORM-1	Summary of Tariff Proposal	
FORM-2	Details of type of hydro station, Capacity Index, Primary energy rate	
FORM-3	Salient Features of hydro electric project	
FORM-4	Details of Foreign loans	
FORM-5	Abstract of Admitted Capital Cost for the existing Projects	
FORM-5A	Abstract of Capital Cost Estimates and Schedule of Commissioning for the New projects	
FORM-5B	Break up of capital Cost	
FORM-5C	Break up of Project Cost for Plant and Equipment	
FORM-5D	Break-up of Construction/Supply/Service packages	
FORM-6	Financial Package upto COD	
FORM-7	Details of Project Specific Loans	
FORM-8	Details of Allocation of corporate loans to various projects	
FORM-9	Statement of Additional Capitalisation after COD	
FORM-10	Financing of Additional Capitalisation	
FORM-11	Statement of Depreciation	
FORM-12	Calculation of Depreciation Rate	
FORM-13	Calculation of weighted average rate of interest on actual loan	
FORM 13A	Calculation of interest on loan	
FORM-14	Calculation of Advance Against Depreciation (AAD)	
FORM-15	Calculation of Interest on Working Capital	
FORM-16	Draw Down Schedule for Calculation of IDC & Financing Charges	
FORM-17	Calculation of Operation & Maintenance Expenses	
FORM-18	Details of Operation & Maintenance Expenses	
FORM-19	Key Ratios	
Other Information/ Documents		
SL No.	Information/Document	Tick
1	Certificate of incorporation, Certificate for Commencing Business, Memorandum of Association & Article of Association ( for new station set up by a company making tariff application for the	
2	Stationwise and Corporate AUDITED Balance Sheet (Annually) and Profit & Loss Accounts with all the Schedules & annexures on COD of the station and for the relevant years on Quarterly	
3	Copies of relevant loan agreements	
4	Copies of the approval of Competent Authority for the Capital Cost and Financial package.	
5	Copies of the Equity participation agreements and necessary approval for the foreign equity	
6	Copies of the BPSA/PPA with the beneficiaries, if any	
7	Detailed note giving reasons of time and cost over run, if applicable.	
8	Any other relevant information (Please specify)	

Note: Electronic copy in the form of CD/Floppy disc shall also be furnished.

Summary Sheet

FORM-1

Name of the Company

Name of the Power Station :

State

District

(Rs. in lacs)

S.No.	Particulars	Existing 2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
1	2	3	4	5	6	7	8
1	Depreciation	FORM-11					
2	Interest on Loan	FORM-13A					
3	Return on Equity <sup>1</sup>						
4	Advance against Depreciation	FORM-14					
5	Interest on Working Capital	FORM-15					
6	O & M Expenses						
	Total						

<sup>1</sup> Details of calculations, considering RoE as per regulation, to be furnished.

Form - 2

Details of COD, Type of hydro station, Capacity Index, Primary energy rate

NAME OF COMPANY:

NAME OF POWER STATION :

Sl. No	Description	As per CERC norms for tariff period 2004-05 to 2008-09
1	Installed Capacity	MW
2	Free power to home state	%
3	Date of commercial operation	
	Unit-1	
	Unit-2	
4	Type of Station	
	a) Surface/underground	
	b) Purely ROR/ Pondage/Storage	
	c) Peaking/non-peaking	
	d) No. of hours of peaking	
	e) Overload capacity(MW) & period	
5	Type of excitation	
	a) Rotaing exciters on generator	
	b) Static excitation	
6	Design Energy (Annual) <sup>1</sup>	Gwh
7	Auxiliary Consumption	%
8	Transformation losses	%
9	Saleable Primary Energy	Gwh
10	Primary Energy Rate	paise/Kwh
11	Primary Energy Charge	Rs. in crore
12	Capacity Index	
13	Normative value	
14	Annual Capacity Utilisation	

<sup>1</sup> Monthwise Design energy figures to be given separately with the petition.

## SALIENT FEATURES OF HYDROELECTRIC PROJECT

NAME OF COMPANY:

NAME OF POWER STATION:

## 1 Location

State/Distr.

River

## 2 Diversion Tunnel

Size, shape

Length

## 3 Dam

Type

Maximum dam height

## 4 Spillway

Type

Crest level of spillway

## 5 Reservoir

Full Reservoir Level (FRL)

Minimum Draw Down Level (MDDL)

Live storage (MCM)

## 6 Desilting Arrangement

Type

Number and Size

Particle size to be removed(mm)

## 7 Head Race Tunnel

Size and type

Length

Design discharge(Cumecs)

## 8 Surge Shaft

Type

Diameter

Height

## 9 Penstock/Pressure shafts

Type

Diameter &amp; Length

## 10 Power House

Type

Installed capacity (No of units x MW)

Peaking capacity during lean period (MW)

Type of turbine

Rated Head(M)

Rated Discharge(Cumecs)

## 11 Tail Race Tunnel

Diameter, shape

Length

Minimum tail water level

## 12 Switchyard

Type of Switch gear

No. of generator bays

No. of Bus coupler bays

No. of line bays

Note: Specify limitation on generation during specific time period on account of restriction(s) on water use due to irrigation, drinking water, industrial, environmental considerations etc.



FORM-4

Details of Foreign loans

(Details only in respect of loans applicable to the project under petition)

Name of the Company \_\_\_\_\_  
 Name of the Power Station \_\_\_\_\_  
 Exchange Rate at COD \_\_\_\_\_  
 Exchange Rate as on 31.03.2004 \_\_\_\_\_

(Amount in lacs)

Financial Year (Starting from COD)	Year 1				Year 2				Year 3 and so on			
1	2	3	4	5	6	7	8	9	10	11	12	13
	Date	Amount (Foreign Currency)	Exchange Rate	Amount (Rs.)	Date	Amount (Foreign Currency)	Exchange Rate	Amount (Rs.)	Date	Amount (Foreign Currency)	Exchange Rate	Amount (Rs.)
Currency <sup>1</sup>												
At the date of Draw <sup>2</sup>												
Scheduled repayment date of principal												
Scheduled payment date of interest												
At the end of Financial year												
Currency <sup>2</sup>												
At the date of Draw <sup>2</sup>												
Scheduled repayment date of principal												
Scheduled payment date of interest												
At the end of Financial year												
Currency <sup>3</sup> & so on												
At the date of Draw <sup>2</sup>												
Scheduled repayment date of principal												
Scheduled payment date of interest												
At the end of Financial year												

<sup>1</sup> Name of the currency to be mentioned e.g. US \$, DM, etc. etc.

<sup>2</sup> In case of more than one drawl during the year, Exchange rate at the date of each drawl to be given.

**FORM-5****Abstract of Admitted Capital Cost for the existing Projects****Name of the Company :****Name of the Power Station :****Capital cost as admitted by Commission****Capital cost admitted as on -----****(Give reference of the relevant Commission Order with Petition No. & Date)****Foreign Component, if any (In Million US \$ or the relevant Currency)****Domestic Component (Rs. Cr.)****Foreign Exchange rate considered for the admitted cost****Total Capital cost admitted (Rs. Cr)**

FORM-5A

**Abstract of Capital Cost Estimates and Schedule of Commissioning for the New projects**

Name of the Company :

Name of the Power Station :

**New Projects**

**Capital Cost Estimates**

Board of Director/ Agency approving the project cost estimates:

Date of approval of the Capital cost estimates.

	Present Day Cost		Completed Cost
	As of End of	Qtr. Of the year	As on Scheduled COD of the Station
Price level of approved estimates			

Foreign Exchange rate considered for the capital cost estimates

**Capital Cost excluding IDC & FC**

Foreign Component, if any (In Million US \$ or the relevant Currency)

Domestic Component (Rs. Cr.)

**Capital cost excluding IDC & FC (Rs. Cr.)**

**IDC & FC**

Foreign Component, if any (In Million US \$ or the relevant Currency)

Domestic Component (Rs. Cr.)

**IDC & FC (Rs. Cr.)**

Rate of taxes & duties considered

**Schedule of Commissioning**

COD of Unit-I

COD of Unit-II

COD of last Unit

Note:

1. Copy of approval letter from competent authority should be enclosed.
2. Details of capital cost are to be furnished as per FORM-5B or 5C as applicable
3. Details of IDC & Financing Charges are to be furnished as per FORM-16.

Break up of Capital cost for hydro power generating station

NAME OF COMPANY:

NAME OF POWER STATION:

(Rs. in crore)

SL No.	Head of works	Original cost as approved by Authority	Cost on COD	Variation	Reasons for variation	Admitted cost
1	2	3	4	5	6	7
1.0	Infrastructure Works					
1.1	Preliminary including Development, Investigation and planning					
1.2	Land					
1.3	Buildings, Roads					
1.4	Township					
1.5	Maintenance					
1.6	Tools & Plants					
1.7	Communication					
1.8	Environment & Ecology					
1.9	Losses on stock					
1.10	Receipt & Recoveries					
1.11	Total (Infrastructure works)					
2.0	Major Civil Works					
2.1	Dam, Intake & Desilting Chambers					
2.2	HRT, TRT, Surge Shaft & Pressure shafts					
2.3	Power Plant civil works					
2.4	Other civil works (to be specified)					
2.5	Total (Major Civil Works)					
3.0	Hydro Mechanical equipments					
4.0	Plant & Equipment					
4.1	Initial spares of Plant & Equipment					
4.2	Total (Plant & Equipment)					
5.0	Taxes and Duties					
5.1	Custom Duty					
5.2	Other taxes & Duties					
5.3	Total Taxes & Duties					
6.0	Construction & Pre-commissioning expenses					
6.1	Erection, testing & commissioning					
6.2	Construction Insurance					
6.3	Site supervision					
6.4	Total (Const. & Pre-commissioning)					
7.0	Overheads					
7.1	Establishment					
7.2	Design & Engineering					
7.3	Audit & Accounts					
7.4	Contingency					
7.5	Rehabilitation & Resettlement					
7.6	Total (Overheads)					
8.0	Capital Cost without IDC & FC					
9.0	Financing charges (FC)					
10.0	Interest during construction (IDC)					
11.0	Capital Cost with IDC & FC					

## Note:

1. In case of time and cost over-run of the project, a detailed note giving reasons of such time and cost over run should be submitted, clearly bringing out the agency responsible and whether such time and cost over run was beyond the control of the generating company.
2. Any independent enquiry has been conducted - if yes, then submission of the findings

Break up of Capital Cost for Plant & Equipment

FORM- 5C

NAME OF COMPANY:

NAME OF POWER STATION:

Sl. No.	Head of works	Original Cost as approved by Authority	Cost on COD	Variation	(Rs. in crore)	
					Reasons for variation	Admitted cost
1	2	3	4	5	6	7
1.0	Generator, turbine & Accessories					
1.1	Generator package					
1.2	Turbine package					
1.3	Unit control Board					
1.4	C&I package					
1.5	Bus Duct of GT connection					
1.6	Total (Generator, turbine & Accessories)					
2.0	Auxiliary Electrical Equipment					
2.1	Step up transformer					
2.2	Unit Auxiliary Transformer					
2.3	Local supply transformer					
2.4	Station transformer					
2.5	SCADA					
2.6	Switchgear, Batteries, DC dist. Board					
2.7	Telecommunication equipment					
2.8	Illumination of Dam, PH and Switchyard					
2.9	Cables & cable facilities, grounding					
2.10	Diesel generating sets					
2.11	Total (Auxiliary Elect. Equipment)					
3.0	Auxiliary equipment & services for power station					
3.1	EOT crane					
3.2	Other cranes					
3.3	Electric lifts & elevators					
3.4	Cooling water system					
3.5	Drainage & dewatering system					
3.6	Fire fighting equipment					
3.7	Air conditioning, ventilation and heating					
3.8	Water supply system					
3.9	Oil handling equipment					
3.10	Workshop machines & equipment					
3.11	Total (Auxiliary equipmt. & services for PS)					
4.0	Switchyard package					
5.0	Initial spares for all above equipments					
6.0	Total (Plant & Equipment)					

## Break-up of Construction/Supply/Service packages

FORM-5D

Name of the Company : \_\_\_\_\_

Name of the Power Station : \_\_\_\_\_

Sl.No.	Name/No. of Construction / Supply / Service Package	Scope of work (in line with head of cost break-ups as applicable)	Whether awarded through ICB/DCB/ Departmentally/ Deposit Work	No. of bids received	Date of Award	Date of Start work	Date of Completion of Work	Value of Award <sup>1</sup> in (Rs. Cr.)	Firm or With Escalation in prices	Actual expenditure till the completion or up to COD whichever is earlier (Rs. Cr.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

<sup>1</sup> If there is any package, which need to be shown in Indian Rupee and foreign currency(ies), the same should be shown separately alongwith the currency, the exchange rate and the date e.g. Rs.80 Cr+US\$50m=Rs.280Cr at US\$=Rs40 as on say 4.1.1999.

## Financial Package upto COD

FORM- 6

Name of the Company : \_\_\_\_\_

Name of the Power Station : \_\_\_\_\_

Project Cost as on COD<sup>1</sup> : \_\_\_\_\_Date of Commercial Operation of the Station<sup>2</sup> : \_\_\_\_\_

(Amount in lacs)

1	Financial Package as Approved		Financial Package as on COD		As Admitted on COD	
	Currency and Amount <sup>3</sup>		Currency and Amount <sup>3</sup>		Currency and Amount <sup>3</sup>	
2	3	4	5	6	7	
Debt						
Loan I	US \$	200m				
Loan II						
Loan III						
and so on						
Equity-						
Foreign						
Domestic						
Total Equity						
Debt : Equity Ratio						

<sup>1</sup> Say US \$ 200m + Rs 400 Cr or Rs 1200 Cr including US \$200m at an exchange rate of 1 US \$=Rs.40/-

<sup>2</sup> Date of Commercial Operation means Commercial Operation of the last unit

<sup>3</sup> For example : US \$, 200M etc. etc

FORM- 7

## Details of Project Specific Loans

Name of the Company  
Name of the Power Station

(Amount in lacs)

Particulars	Package1	Package2	Package3	Package4	Package5	Package6
1	2	3	4	5	6	7
Source of Loan <sup>1</sup>						
Currency <sup>2</sup>						
Amount of Loan sanctioned						
Amount of Gross Loan drawn upto 31.03.2004/COD <sup>3,4,5,13,15</sup>						
Interest Type <sup>6</sup>						
Fixed Interest Rate, if applicable						
Base Rate, if Floating Interest <sup>7</sup>						
Margin, if Floating Interest <sup>8</sup>	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Are there any Caps/Floor <sup>9</sup>						
If above is yes, specify caps/floor						
Moratorium Period <sup>10</sup>						
Moratorium effective from						
Repayment Period <sup>11</sup>						
Repayment effective from						
Repayment Frequency <sup>12</sup>						
Repayment Instalment <sup>13,14</sup>						
Base Exchange Rate <sup>16</sup>						

<sup>1</sup> Source of loan means the agency from whom the loan has been taken such as WB, ADB, WMB, PNB, SBI, ICICI, IFC, PFC etc

<sup>2</sup> Currency refers to currency of loan such as US\$, Euro, DM, Yen, Indian Rupee etc.

<sup>3</sup> Details are to be submitted as on 31.03.2004 for existing assets and as on COD for the remaining assets.

<sup>4</sup> Where the loan has been refinanced, details in the Form is to be given for the loan refinanced. However, the details of the original loan is to be given separately in the same form.

<sup>5</sup> If the Tariff in the petition is claimed separately for various units, details in the Form is to be given separately for all the units in the same form.

<sup>6</sup> Interest type means whether the interest is fixed or floating.

<sup>7</sup> Base rate means the base as PLR, LIBOR etc. over which the margin is to be added. Applicable base rate on different dates from the date of drawl may also be enclosed.

<sup>8</sup> Margin means the points over and above the floating rate.

<sup>9</sup> At times caps/floor are put at which the floating rates are frozen. If such a condition exists, specify the limits.

<sup>10</sup> Moratorium period refers to the period during which loan servicing liability is not required.

<sup>11</sup> Repayment period means the repayment of loan such as 7 years, 10 years, 25 years etc.

<sup>12</sup> Repayment frequency means the interval at which the debt servicing is to be done such as monthly, quarterly, half yearly, annual, etc.

<sup>13</sup> Where there is more than one drawal/repayment for a loan, the date & amount of each drawal/repayment may also be given separately

<sup>14</sup> If the repayment instalment amount and repayment date can not be worked out from the data furnished above, the repayment schedule to be furnished separately.

<sup>15</sup> In case of Foreign loan, date of each drawal & repayment alongwith exchange rate at that date may be given.

<sup>16</sup> Base exchange rate means the exchange rate prevailing as on 31.03.2004 for existing assets and as on COD for the remaining assets.

## Details of Allocation of corporate loans to various projects

Name of the Company

Name of the Power Station

(Amount in lacs)

Particulars	Package1	Package2	Package3	Package4	Package5	Remarks
1	2	3	4	5	6	7
Source of Loan <sup>1</sup>						
Currency <sup>2</sup>						
Amount of Loan sanctioned						
Amount of Gross Loan drawn upto 31.03.2004/COD <sup>3,4,11,15</sup>						
Interest Type <sup>5</sup>						
Fixed Interest Rate, if applicable						
Base Rate, if Floating Interest <sup>7</sup>						
Margin, if Floating Interest <sup>8</sup>						
Are there any Caps/Floor <sup>9</sup>	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
If above is yes, specify caps/floor						
Moratorium Period <sup>10</sup>						
Moratorium effective from						
Repayment Period <sup>11</sup>						
Repayment effective from						
Repayment Frequency <sup>12</sup>						
Repayment Instalment <sup>13,14</sup>						
Base Exchange Rate <sup>16</sup>						
	Distribution of loan packages to various projects					
Name of the Projects						Total
Project 1						
Project 2						
Project 3 and so on						

<sup>1</sup> Source of loan means the agency from whom the loan has been taken such as WB, ADB, WMB, PNB, SBI, ICICI, IFC, PFC etc.<sup>2</sup> Currency refers to currency of loan such as US\$, DM, Yen, Indian Rupee etc.<sup>3</sup> Details are to be submitted as on 31.03.2004 for existing assets and as on COD for the remaining assets.<sup>4</sup> Where the loan has been refinanced, details in the Form is to be given for the loan refinanced. However, the details of the original loan is to be given separately in the same form.<sup>5</sup> If the Tariff in the petition is claimed separately for various units, details in the Form is to be given separately for all the units in the same form.<sup>6</sup> Interest type means whether the interest is fixed or floating.<sup>7</sup> Base rate means the base as PLR, LIBOR etc. over which the margin is to be added. Applicable base rate on different dates from the date of drawl may also be enclosed.<sup>8</sup> Margin means the points over and above the floating rate.<sup>9</sup> At times caps/floor are put at which the floating rates are frozen. If such a condition exists, specify the limits.<sup>10</sup> Moratorium period refers to the period during which loan servicing liability is not required.<sup>11</sup> Repayment period means the repayment of loan such as 7 years, 10 years, 25 years etc.<sup>12</sup> Repayment frequency means the interval at which the debt servicing is to be done such as monthly, quarterly, half yearly, annual, etc.<sup>13</sup> Where there is more than one drawal/repayment for a loan, the date & amount of each drawal/repayment and its allocation may also be given separately.<sup>14</sup> If the repayment instalment amount and repayment date can not be worked out from the data furnished above, the repayment schedule to be furnished separately.<sup>15</sup> In case of Foreign loan, date of each drawal & repayment alongwith exchange rate at that date may be given.<sup>16</sup> Base exchange rate means the exchange rate prevailing as on 31.03.2004 for existing assets and as on COD for the remaining assets.





## FORM- 10

## Financing of Additional Capitalisation

Name of the Company

Name of the Power Station

Date of Commercial Operation

(Amount in lacs)

	Actual					Admitted				
Financial Year (Starting from COD)	Year1	Year2	Year3	Year4	Year 5 & So on	Year1	Year2	Year3	Year4	Year 5 & So on
1	2	3	4	5	6	7	8	9	10	11
Amount capitalised in Work/Equipment										
Financing Details										
Loan-1										
Loan-2										
Loan-3 and so on										
Total Loan <sup>1</sup>										
Equity										
Internal Resources										
Others										
Total										

<sup>1</sup> Year 1 refers to Financial Year of COD and Year 2, Year 3 etc. are the subsequent financial years respectively.<sup>2</sup> Loan details for meeting the additional capitalisation requirement should be given as per FORM-7 or 8 whichever is relevant.



## FORM-12

## Calculation of Depreciation Rate

Name of the Company

Name of the Power Station

(Amount in lacs)

Sl. no.	Name of the Assets <sup>1</sup>	Gross Block as on 31.03.2004 or as on COD, whichever is later	Depreciation Rates as per CERC's Depreciation Rate Schedule	Depreciation Amount
	1	2	3	4= Col.2 X Col.3
1	Land			
2	Building			
3	and so on			
4				
5				
6				
7				
8				
9				
10				
18				
19				
20				
21				
22				
23				
24				
	TOTAL			
	Weighted Average Depreciation Rate (%)			

<sup>1</sup> Name of the Assets should conform to the description of the assets mentioned in Depreciation Schedule appended to the CERC Notification.

FORM-13A

## Calculation of Interest on Loans

Name of the Company

Name of the Power Station

(Amount in lacs)

Particulars	Existing 2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
1	2	3	4	5	6	7
Gross loan - Opening						
Cumulative repayments of Loans upto previous year						
Net loan - Opening						
Increase/Decrease due to ACE during the Year						
Repayments of Loans during the year						
Net loan - Closing						
Average Net Loan						
Weighted average Rate of Interest on Loans						
Interest on loan						

FORM-14

## Calculation of Advance Against Depreciation (AAD)

Name of the Company

Name of the Power Station

(Amount in lacs)

Particulars	Existing 2003 04	2004-05	2005-06	2006-07	2007-08	2008-09
1	2	3	4	5	6	7
1/10th of the Loan(s)						
Repayment of the Loan(s) as considered for working out Interest on Loan						
Minimum of the Above						
Less: Depreciation during the year						
(A) <sup>1</sup>						
Cumulative Repayment of the Loan(s) as considered for working out Interest on Loan						
Less: Cumulative Depreciation						
(B) <sup>1</sup>						
Advance Against Depreciation (Minimum of A & B)						

<sup>1</sup> If the amount is negative, it will be shown as zero.

FORM- 15

## Calculation of Interest on Working Capital

Name of the Company

Name of the Power Station

(Amount in lacs)

Sl. No.	Particulars	Existing 2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
1	2	3	4	5	6	7	8
1	O & M expenses						
2	Maintenance Spares						
3	Receivables						
	Total Working Capital						
	Rate of Interest						
	Interest on Working Capital						

Name of the Company  
Name of the Power Station

FORM 16

## Draw Down Schedule for Calculation of IDC &amp; Financing Charges

Sl. No.	Draw Down Particulars	Quarter 1			Quarter 2			(Amount in Lacs)		
		Quantum in Foreign currency	Exchange Rate on draw down date	Amount in Indian Rupee	Quantum in Foreign currency	Exchange Rate on draw down date	Amount in Indian Rupee	Quarter n (CDD)		
								Quantum in Foreign currency	Exchange Rate on draw down date	Amount in Indian Rupee
1	Loans									
1.1	Foreign Loans									
1.1.1	Foreign Loan 1									
	Draw down Amount									
	IDC									
	Financing charges									
1.1.2	Foreign Loan 2									
	Draw down Amount									
	IDC									
	Financing charges									
1.1.3	..									
	..									
	..									
1.1	Total Foreign Loans									
	Draw down Amount									
	IDC									
	Financing charges									
1.2	Indian Loans									
1.2.1	Indian Loan 1									
	Draw down Amount	--	--	--	--	--	--	--	--	--
	IDC	--	--	--	--	--	--	--	--	--
	Financing charges	--	--	--	--	--	--	--	--	--
1.2.2	Indian Loan 2									
	Draw down Amount	--	--	--	--	--	--	--	--	--
	IDC	--	--	--	--	--	--	--	--	--
	Financing charges	--	--	--	--	--	--	--	--	--
1.2.3	..	--	--	--	--	--	--	--	--	--
	..	--	--	--	--	--	--	--	--	--
	..	--	--	--	--	--	--	--	--	--
1.2	Total Indian Loans									
	Draw down Amount	--	--	--	--	--	--	--	--	--
	IDC	--	--	--	--	--	--	--	--	--
	Financing charges	--	--	--	--	--	--	--	--	--
1	Total of Loans drawn									
	IDC									
	Financing charges									
2	Equity									
2.1	Foreign equity drawn									
2.2	Indian equity drawn	--	--	--	--	--	--	--	--	--
	Total equity deployed									

Note: Drawal of debt and equity shall be on paripassu basis to meet the commissioning schedule. Drawal of higher equity in the beginning is permissible.

## CALCULATION OF OPERATION AND MAINTENANCE EXPENSES

Name of the Company:

Name of the Power station:

						Average	Base
	1998-99	1999-2000	2000-01	2001-02	2002-03	1998-99 to 2002-03	2003-04
1	2	3	4	5	6	7	9
CASE I: O&M data available for 1998-99 to 2002-03							
(Base O&M on the basis of actual data)							
A) Total O&M Expenses							
B) Abnormal O&M expenses*							
- Additional security expenses							
- Situation							
- Over staffing							
- Any Other (Specify)							
C) Calculation of Base O&M (A-B)						E	$X = E \times (1.04)^3$
CASE II: Stations for which O&M data for 1998-99 to 2002-03 is not available							
Year of Commissioning							
Calculation of Base O&M**							Y

\* Abnormal O&amp;M expenses such as:

- Security expenses on account of insurgency (other than normal security)
- Due to abnormal situation
- There may be redeployment of staff from completed projects to those under construction. Yearwise details to be given.

\*\* Base O&M =  $(0.015 \times \text{Capital cost})$  escalated at the rate of 4 percent per annum to bring it to 2003-04 level

For example if the capital cost of the plant commissioned in 2000-01 is Rs 1000 crores then the base for 2003-04 is computed as follows:-

Base O&M for 2003-04 =  $Rs (0.015 \times 1000) \times (1.04)^3$  crore



**FORM-17**

(Rs lacs)

Tariff Period				
2004-05	2005-06	2006-07	2007-08	2008-09
10	11	12	13	14
$X \times (1.04)$	$X \times (1.04)^2$	$X \times (1.04)^3$	$X \times (1.04)^4$	$X \times (1.04)^5$
$Y \times (1.04)$	$Y \times (1.04)^2$	$Y \times (1.04)^3$	$Y \times (1.04)^4$	$Y \times (1.04)^5$

## DETAILS OF OPERATION AND MAINTENANCE EXPENSES

FORM 18

Name of the Company :

Name of the Power Station :

(Rs. in Lacs)

	ITEMS	1998-99	1999-00	2000-01	2001-02	2002-03
	1	2	3	4	5	6
(A)	Breakup of O&M expenses					
1	Consumption of Stores and Spares					
2	Repair and Maintenance					
3	Insurance					
4	Security					
5	Administrative Expenses					
	- Rent					
	- Electricity Charges					
	- Travelling and conveyance					
	- Telephone, telex and postage					
	- Advertising					
	- Entertainment					
	- Others (Specify items)					
	Sub-Total (Administrative Expenses)					
6	Employee Cost					
	a) Salaries, wages and allowances					
	b) Staff welfare expenses					
	c) Productivity linked incentive					
7	Corporate office expenses allocation					
8	Total (1 to 8)					
	LESS: Recovered, if any					
	Net Expenses					

## Notes:

- I. The process of allocation of corporate expenses to generating stations should be specified
- II. An annual increase in O&M expenses under a given head in excess of 20 percent should be explained
- III. The data should be based on audited balance sheets

(B)	Breakup of corporate expenses (Aggregate)					
	- Employee expenses					
	- Repair and maintenance					
	- Training and Recruitment					
	- Communication					
	- Travelling					
	- Security					
	- Rent					
	- Others					
	Total					
(C)	Details of number of Employees					
	i) Executives					
	ii) Non-Executives					
	iii) Skilled					
	iv) Non-Skilled					
	Total					

Name of the Company :

Name of the Power Station :

## Key Ratios

Form No: 19

S. No	Particulars	PY	CY
		Actual	Estimated
1	Annual capital expenditure/net book value		
2	Employee cost as a percentage of total cost		
3	Operating expenses / Revenue from Sale of power		
4	Cost of capital -		
5	Debt Service Coverage Ratio		
6	Training participation days per employee		

## NAME OF TRANSMISSION LICENSEE

## INDEX OF REGULATORY COMPLIANCE FORMATS FOR ARR &amp; TARIFF FILING BY TRANSMISSION LICENSEE

Summary Formats			
1	Sheet	S1	Profit & Loss Account
2	Sheet	S2	Balance Sheet
3	Sheet	S3	Cash flow statement
4	Sheet	S4	Annual Revenue Requirement
5	Sheet	S5	Reasonable Return
6	Sheet	S6	Energy Balance
Detailed Financial Formats			
7	Sheet	F1	Revenue from Tariff and Charges
8	Sheet	F1a	Projection of Sales, Customers, Connected load & Demand
9	Sheet	F2	Income from investments and other non-tariff income
10	Sheet	F3	Expenses for SLDC's fees & charges
11	Sheet	F4	R&M Expenses
12	Sheet	F5	Employees' Cost & Provisions
13	Sheet	F5a	Wing wise Cost
14	Sheet	F5b	Retirement Pattern
15	Sheet	F6	Administration & General Expenses
16	Sheet	F7	Statement of Fixed Assets and Depreciation
17	Sheet	F8	Interest and Finance charges
18	Sheet	F8a	Domestic loans, bonds and Financial leasing
19	Sheet	F9	Details of expensed Capitalised
20	Sheet	F10	Debits, write-offs and other items
21	Sheet	F11	Statement of Sundry Debtors and provision for Bad & Doubtful Debts
22	Sheet	F12	Extraordinary Items
23	Sheet	F13	Net Prior Period Expenses/Income
24	Sheet	F14	Contribution Grants & subsidies towards Capital assets
25	Sheet	F15	Project-wise / Scheme-wise Capital Expenditure
26	Sheet	F16	Statements of assets not in use
27	Sheet	F17	Investments
28	Sheet	F18	Current Assets and Liabilities
29	Sheet	F19	Income Tax Provisions
30			

## Tariff Formats

31	Sheet	T1(a)	Existing & Proposed Tariff
32	Sheet	T1(b)	Revenue from Current Tariffs in Ensuing Year
33	Sheet	T1 (c)	Revenue from Proposed Tariffs in Ensuing Year

## Performance Formats

34	Sheet	P1	Losses in the System
35	Sheet	P2	Status of Metering
36	Sheet	P3	Voltage Profile
37	Sheet	P4	Frequency Excursion
38	Sheet	P5	Abstract of outages due to tripping in HT feeders
39	Sheet	P6	Failure of Transformers
40	Sheet	P7	Major system disturbances
41	Sheet	P8	Electrical Accidents
42	Sheet	P9	Peak Demand
43	Sheet	P10	Key Ratios

## Instructions for the Transmission Licensee:

- Electronic copy in the form of CD/ Floppy Disc shall also be furnished
- These formats are indicative in nature and the utility may align the line items to its chart of accounts

PY Previous Year  
CY Current Year  
EY Ensuing Year

Profit & Loss Account		Name of Transmission Licensee		Form No: S1	
Particulars		PY	CY	All figures in Rs Crores	
		Actual	Estimated	Projection	
<b>A</b>	<b>Revenue</b>				
1	Revenue from transmission and ancillary services*				
2	Other Non-tariff income				
3	Revenue subsidies				
	<b>Total Revenue or Income</b>				
<b>B</b>	<b>Expenditure</b>				
1	Expenses for SLDC's fees & charges				
2	Repairs and Maintenance				
3	Employee costs				
4	Administration and General expenses				
5	Net prior period credits/(charges)				
6	Other Debits, Write-offs				
7	Extraordinary items (net)				
8	Less: Expenses Capitalized				
<b>C</b>	<b>PBDIT</b>				
<b>D</b>	<b>Depreciation and Related debits</b>				
<b>E</b>	<b>PBIT</b>				
1	Interest & Finance Charges				
2	Less: Interest Capitalized				
<b>F</b>	<b>Total Interest and Finance Charges</b>				
<b>G</b>	<b>TOTAL EXPENDITURE</b>				
<b>H</b>	<b>Profit/Loss before Tax</b>				
<b>I</b>	<b>Provision for Income Tax</b>				
<b>J</b>	<b>Profit/Loss after Tax</b>				
Note - Appropriation to any reserve can be mentioned					
* Ancillary Services implies revenues from grid support, reactive energy and other facility provided.					

Name of Transmission LicenseeBalance Sheet

Form No: S2

All figures in Rs Crores

	Particulars	PY Actual	CY Estimated	EY Projection
<b>I. SOURCES OF FUNDS</b>				
<i>A) Shareholders' Funds</i>				
a) Share Capital				
b) Reserves and Surplus				
<i>B) Special Appropriation towards Project Cost</i>				
<i>C) Loan Funds</i>				
a) Secured Loans				
b) Unsecured Loans				
<b>TOTAL SOURCES OF FUNDS</b>				
<b>II. APPLICATION OF FUNDS</b>				
<i>A) Fixed Assets</i>				
a) Gross Block				
b) less: Accumulated Depreciation				
c) Net Block				
d) Capital Work in Progress				
<i>B) Investments</i>				
<i>C) Current Assets, Loans and Advances</i>				
i) Current Assets				
ii) Loans & Advances				
<i>D) less: Current Liabilities and Provisions</i>				
i) Current Liabilities				
ii) Provisions				
<i>E) Net Current Assets</i>				
<i>F) Miscellaneous Expenditure to the extent not written off</i>				
<b>TOTAL APPLICATION OF FUNDS</b>				

Name of Transmission Licensee

Cash Flow Statement

Form No: S3

All figures in Rs Crores

	Particulars	PY Actual	CY Estimated	EY Projection
I	Net Funds from Operations:			
1	A. Net Funds from Earnings:			
	Profit before Tax			
	Less:			
	Revenue Subsidy and Grants			
	Income Tax payment during the year			
	Total of A	-		
	B. ADD: Debits to Revenue Account not requiring Cash Outflow:			
	(i) Depreciation			
	(ii) Amortisation of Deferred Cost			
	(iii) Amortisation of Intangible Assets			
	(iv) Investment Allowance Reserve			
	(v) Others, if any.			
	Total of B	-		
	C. LESS: Credits to Revenue Account not involving Cash Receipts:			
	(i) Depreciation			
	(ii)			
	Total of C	-		
	Net Funds from Earnings (A+B-C)	-		
2	Contributions, Grants and Subsidies towards Cost of Capital Assets			
3	Security Deposit from consumers			
4	Proceeds from disposal of Fixed Assets			
5	Total Funds from Operations (1+2+3+4)	-		
6	Net Increase/(Decrease) in Working Capital:			
	A. Increase/(Decrease) in Current Assets:			
	a) Inventories			
	b) Receivables against sale of power			
	c) Loans and Advances			
	d) Sundry Receivables			
	Total of A	-		
	B. Increase/(Decrease) in Current Liabilities:			
	a) Borrowings for working capital			
	b) Other Current liabilities - Power purchase			
	- Others			
	Total of B	-		
	Net Increase/(Decrease) in Working Capital (A - B)	-		
7	Net Funds from Operations before Subsidies & Grants (5-6)			
8	Receipts from Revenue Subsidies and Grants			
Total I	Net Funds from Operations including Subsidies & Grants (7+8)	-		
II	Net Increase/(Decrease) in Capital Liabilities:			
	A. Fresh Borrowings:			
	(a) State Loans			
	(b) Foreign currency Loans/Credits			
	(c) Other Borrowings			
	Total of A	-		
	B. Repayments:			
	Repayment of Principal			
	(a) State Loans			
	(b) Foreign currency Loans/Credits			
	(c) Other Borrowings			
	Total of B	-		
Total II	Net Increase/(Decrease) in Capital Liabilities (A - B)	-		
III	Increase/(Decrease) in Equity Capital			
IV	Total Funds available for Capital Expenditure (I+II+III)	-		
V	Funds Utilised on Capital Expenditure:			
	(a) On Projects			
	(b) Released Assets reissued to works			
	(c) Intangible Assets			
	(d) Deferred Costs			
	Total of V	-		
VI	Net Increase/(Decrease) in Investments			
VII	Net Increase/(Decrease) in Cash & Bank Balance (IV - V - VI)	-		
VIII	Add: Opening Cash & Bank balances			
IX	Closing Cash & Bank Balances (VII+VIII)	-		

## Name of Transmission Licensee

## Annual Revenue Requirement

Form No: 54

All figures in Rs Crores

	Particulars	PY Actual	CY Estimated	EY Projection
I.	Energy Input into the system (MU)			
II.	Energy sold to consumers (MU)			
III.	Transmission Loss %			
IV.	Transmission Cost per unit (Rs/U)			
V.	1 Receipts			
	a Revenue from tariffs & Miscell. Charges			
	b Revenue Subsidy from government			
	Total			
VI.	2 Expenditure			
	a SLD Fees & Charges			
	b R&M Expense			
	c Employee Expenses			
	d A&G Expense			
	e Depreciation			
	f Interest & Finance Charges			
	g Less: Interest & other expenses capitalised			
	h Other Debits (incl. Prov for Bad debts)			
	i Extraordinary Items			
	j Other (Misc.) net prior period credit/(charges)			
	Total			
VII.	3 Reasonable Return			
VIII.	4 Other Income			
IX.	5 Annual Revenue Requirement (2) + (3) - (4)			
X.	6 Surplus(+) / Shortfall(-) 1 (1) - (5) before tariff revision			
XI.	7 Tariff Revision Impact			
XII.	8 Surplus(+) / Shortfall(-) 1 (6) (7) after tariff revision			



Reasonable Return

Name of Transmission Licensee

Form No: RR

All figures in Rs Crores

Particulars	All figures in Rupees		
	FY Actual	CY Estimated	FY Projection
Shareholders' Funds			
Share Capital			
Total Equity			
Return as a % of Equity (14%)			

Name of Transmission Licensee

### Energy Balance: Energy Input & Cost of Power

Form No: S6

**All Figures in MU**

[illegible]





## Portm No: P2

**Name of Transmission Licensee**

## Form No: F3

Name of Transmission Licensee

## Form No: F4

Sl.No.	Particulars	PY	CY	EY
	Figure in Rs Crore	Provisional	Estimate	Projection
1	Plant and Machinery			
2	Building			
3	Civil Works			
4	Hydraulic Works			
5	Lines, Cables Net Works etc.			
6	Vehicles			
7	Furniture and Fixtures			
8	Office Equipments			
9	Station Supplies			
10	Spare Inventory for maintaining Transformer redundancy			
11	Sub station maintenance by private agencies			
12	Any other items (Capitalisation)			
	<b>Total</b>			

## Employee Cost and Provisions

	Particulars	PY	CY	EY
		Provisional	Estimate	Projection
A	Employee Strength (Number) - Licensee			
	Working Strength At The Beginning Of The Year			
	Employee Category			
	1 Member			
	2 Chief Engineer			
	3 Superintend Engineer			
	4 Executive Engineer			
	5 ...			
	Total			
	Sanctioned Strength At The Beginning Of The Year			
	Employee Category			
	1 Member			
	2 Chief Engineer			
	3 Superintendent Engineer			
	4 Executive Engineer			
	5 ...			
	Total			
	in Rs Crs			
B	Employee's Cost (Rs in crores)			
	1 Salaries			
	2 Dearness Allowance			
	3 Other Allowances & Relief			
	a Allowances details			
	b			
	c			
	d			
	4 Medical Expenses Reimbursement			
	5 Leave Travel Assistance			
	6 Fee & Honorarium			
	7 Incentives/Awards Including That In Partnership Project (Specify Items)			
	8 Earned Leave Encashment			
	9 Tuition Fee Re-Imbursement			
	10 Leave Salary Contribution			
	11 Payment Under Workman'S Compensation And Gratuity			
	12 Subsidised Electricity To Employees			
	13 Staff Welfare Expenses			
C	Apprentice And Other Training Expenses			
D	Payment/Contribution To PF Staff Pension And Gratuity			
	1 Terminal Benefits			
	a) Provident Fund Contribution			
	b) Provision for PF Fund - Invested			
	Not Invested			
	c) Pension Payments			
	d) Gratuity Payment			
	2 Any Other Items			
	Total D			
E	Bonus/Exgratia To Employees			
F	Grand Total			
G	Chargeable To Construction Works			
	Balance Item 'F' Appropriate For (F)-(G)			
	Relevant Indices Of Wages Increase (As At The Beginning & End Of The Year)			
	WPI			
	CPI			
	D.A Rate			

Name of Transmission Licensee

Employee Cost and Provisions

Form No: F5a

	Particulars (Rs in lakhs)	PY	CY	EY
A	Wing Wise Details - FAO, Civil, Head Office, etc	Prov	Esti	Proj
B	Employee's Cost			
1	Salaries			
2	Dearness Allowance			
3	Other Allowances & Relief			
a	Allowances details			
4	Medical Expenses Reimbursement			
5	Leave Travel Assistance			
6	Fee & Honorarium			
7	Incentives/Awards Including That In Partnership Project (Specify Items)			
8	Earned Leave Encashment			
9	Tuition Fee Re-Imbursement			
10	Leave Salary Contribution			
11	Payment Under Workman'S Compensation And Gratuity			
12	Subsidised Electricity To Employees			
13	Staff Welfare Expenses			
C	Apprentice And Other Training Expenses			
D	Payment/Contribution To PF Staff Pension And Gratuity			
1	Terminal Benefits			
a)	Provident Fund Contribution			
b)	Provision for PF Fund			
c)	Pension Payments			
d)	Gratuity Payment			
2	Any Other Items			
	Total D			
E	Bonus/Exgratia To Employees			
F	Grand Total			
G	Chargeable To Construction Works			
	Balance Item 'F' Apropriate For (F)-(G)			
	Relevant Indices Of Wages Increase (As At The Beginning & End Of The Year)			
	WPI			
	CPI			
	D.A Rate			





## Name of Transmission Licensee

## Administration &amp; General Expenses

Form No: F6

S.No.	Particulars	PY	CY	FY
	To Rs Crores	Prov	Fall	Prof
<b>A)</b>	<b>Administration Expenses</b>			
1	Rent rates and taxes (Other than all taxes on income and profit)			
2	Insurance of employees, assets, legal insurance			
3	Revenue Stamp Expenses Account			
4	Telephone, Postage, Telegram, Internet Charges			
5	Incentive & Award To Employees/Outsiders			
6	Consultancy Charges			
7	Technical Fees			
8	Other Professional Charges			
9	Conveyance And Travel (vehicle hiring, running)			
10	HPERC License fee			
11	Plant And Machinery			
12	Security / Service Charges Paid To Outside Agencies			
13	Regulatory Expenses			
14	Ombudsman Expenses			
	<b>Sub-Total of Administrative Expenses</b>			
<b>B)</b>	<b>Other Charges</b>			
1	Fee And Subscriptions Books And Periodicals			
2	Printing And Stationery			
	Advertisement Expenses (Other Than Purchase Related)			
3	Exhibition & Demo.			
4	Contributions/Donations To Outside Institute / Association			
5	Electricity Charges To Offices			
6	Water Charges			
7	Any Study - As per requirements			
8	Miscellaneous Expenses			
9	Public Interaction Program			
10	Any Other expenses			
	<b>Sub-Total of other charges</b>			
<b>C)</b>	<b>Legal Charges</b>			
<b>D)</b>	<b>Auditor'S Fee</b>			
<b>E)</b>	<b>Freight - Material Related Expenses</b>			
<b>F)</b>	<b>Direction And Supervision Charges</b>			
<b>G)</b>	<b>Total Charges</b>			
<b>H)</b>	<b>Total Charges Chargeable To Capital Works</b>			
<b>I)</b>	<b>Total Charges Chargeable to Revenue Expenses</b>			





## Name of Transmission Licensee

Form No: F8

## Interest &amp; Finance Charges

A	I	Particulars	PV	CV	VY
		In Rs Crores	Pre	Est	Proj
		Interest and Finance Charges on Long Term Loans / Credits from the Fin/banks/organizations approved by the State Government			
		1 LIC			
		2 REC			
		3 PFC			
		4 Bonds			
		5 Bank/FIs			
		6 APDRP			
		7 Any Other			
		Total of I			
	II	Interest on Working Capital Loans Or Short Term Loans			
		Total of A : I + II			
B		Other Interest & Finance Charges			
		1 Cost of raising Finance & Bank Charges etc.			
		2 Interest on Security Deposit			
		3 Penal Interest Charges			
		4 Lease Rentals			
		5 Penalty charges for delayed payment for power purchase			
		Total of B			
C		Grand Total Of Interest & Finance Charges: A + B			
D		Less: Interest & Finance Charges Chargeable to Capital Account			
E		Net Total Of Interest & Finance Charges : For Revenue Account: C- D			

## Name of Transmission Licensee

Form No: F8a

## Debt, Loans, Bonds and Financial Liabilities

SL No.	Particulars	Opening Balance at the beginning of the year				Amount received during the year	Principal repd.		Interest			Closing Balance
		Principal not overdue	Principal overdue	Interest overdue	Total		Due	Paid	Due	Paid	%	
	In Rs Crores											
	Financial Year*											
A	LONG-TERM											
	1 LIC											
	2 REC											
	3 PFC											
	4 Bonds											
	5 Bank											
	6 APDRP											
	7 Any Other											
	8											
B	SHORT-TERM											
	Total											

\*Note:- Loans/b: Information to be provided for Previous Year, Current Year &amp; Ending Year

Name of Transmission LicenseeDetails of Expenses Capitalised

Form No: F9

All figures in Rs Crores

Sl.No.	Particulars	PY	CY	EY
		Actual	Estimated	Projection
	<b>PROJECT WISE</b>			
1	Interest & Finance charges Capitalised			
2	Other expenses capitalised:			
	a. Employee expenses			
	b. R&M Expenses			
	c. A&G Expenses			
	Total of 2			
	Grand Total			

Debits, Write-offs and any other items

Form No: F10

All figures in Rs Crores

Sl.No	Particulars	PY	CY	EY
		Actual	Estimated	Projection
1	Material Cost Variance (Audit Reports)			
2	Miscellaneous Losses And Write Off			
3	Bad Debt Written Off/Provided For			
4	Cost Of Trading & Manufacturing Activities			
5	Net Prior Period Credit/Charges			
	Sub-Total			
7	Less Chargeable To Capital Expense			
	Net Chargeable To Revenue			

Note

1 Action taken report on the material variance and responsibility fixed

Name of Transmission LicenseeStatement of Sundry Debtors and provision for Bad & Doubtful Debts

Form No: F11

All figures in Rs Crores

Sl.No.	Particulars	PY Actual	CY Estimated	EY Projection
1	Receivable from customers as at the beginning of the year			
2	Revenue billed for the year			
3	Collection for the year			
	Against current dues			
	Against arrears upto previous year			
4	Gross receivable from customers as at the end of the year			
5	Receivables against customers no longer availing services			
6	Receivables(4-5)			
7	% of provision			
8	Provision for bad and doubtful debts			

Name of Transmission LicenseeExtraordinary Items

Form No: F12

All figures in Rs Crores

Sl.No.	Particulars	PY Actual	CY Estimated	EY Projection
1	Extraordinary Credits (incl. subsidies against losses due to natural disasters)			
	<b>TOTAL CREDITS</b>			
2	Extraordinary Debits (incl. subsidies against losses due to natural disasters)			
	<b>TOTAL DEBITS</b>			
	<b>Grand Total</b>			

Name of Transmission LicenseeNet Prior Period Expenses / Income

Form No: F13

All figures in Rs Crores

Sl.No.	Particulars	PY Actual	CY Estimated	EY Projection
<b>A</b>	<b>Income relating to previous years:</b>			
1	Interest income for prior periods			
2	Income Tax prior period			
3	Excess Provision for Depreciation			
4	Excess Provision for Interest and Fin. Charges			
5	Receipts from consumers			
6	Other Excess Provision			
7	Others Income			
	<b>Sub-Total A</b>			
<b>B</b>	<b>Expenditure relating to previous years</b>			
1	R&M Expenses			
2	Employee Cost			
3	Depreciation			
4	Interest and Finance Charges			
5	Admn. Expenses			
6	Withdrawal of Revenue Demand			
7	Material Related			
8	Other			
	<b>Sub-Total B</b>			
	<b>Net prior period Credit/(Charges) : A-B</b>			

Name of Transmission LicenseeContributions, Grants and subsidies towards Cost of Capital Assets

Form No: F14

All figures in Rs Crores

Sl No	Particulars	Previous Year		Current Year		Ensuing Year	
		Balance at the beginning of the year	Additions during the Year	Balance at the end of the Year	Additions during the Year	Balance at the end of the Year	Additions during the Year
	Consumer Contribution Towards Cost Of Capital Assets						
1	HT						
2	Subsidies Towards Cost Of Capital Asset						
3	Grant Towards Cost Of Capital Assets						
	<b>Total</b>						







Name of Transmission Licensee

Form No: F18

Current Assets & Liabilities

All figures in Rs Crores

Sl.No	Particulars	PY Actual	CY Estimated	EY Projection
A	<b>Current Assets, Loans and Advances</b>			
	Sundry Debtors			
	Inventories			
	Cash and Bank Balances			
	Loans and Advances			
B	<b>Current Liabilities and Provisions</b>			
	Current Liabilities			
	Provisions			
C	<b>NET CURRENT ASSETS (= A - B)</b>			

Name of Transmission Licensee

Form No: F19

Income Tax Provisions

All figures in Rs Crores

Sl.	Particulars	PY Actual	CY Estimated	EY Projection
	In Rs Crores			
1	Provision Made/Proposed For The Year			
2	As Per Return Filed For The Years			
3	As Assessed For The Years			
4	Credit/Debit Of Assessment Year(s) (Give Details)			
	Total			

Form No: T1a

Sl.No.	User Type	No. of consumers	Energy Wheeled (MU)	Maximum Demand (KVA)	Monthly Fixed Charge per Connection (Rs.)	Monthly Capacity Charge (Rs/KVA)	Grid Support Charges (Rs/KVA)
1	Licensee						
2	CPP wheeling						
3	HT consumer wheeling						
4	Other States energy wheeling						
	Total						



Name of Transmission Licensee

Form No: P1

All Figures in MU

Losses in the system

		Particulars	PY	CY	EY	Remarks
			Actual	Estimated	Projection	
A		Losses in EHT System (400 kV)				
	1	Energy received into the system				
	2	Energy sold at this voltage level				
	3	Energy transmitted to the next (lower) voltage level				
	4	Energy Lost (1-2-3)				
	5	Total Loss in the system (4/1)				
B		Losses in EHT System (220 kV)				
	1	Energy received into the system				
	2	Energy sold at this voltage level				
	3	Energy transmitted to the next (lower) voltage level				
	4	Energy Lost (1-2-3)				
	5	Total Loss in the system (4/1)				
C		Losses in EHT System (132 kV)				
	1	Energy received into the system				
	2	Energy sold at this voltage level				
	3	Energy transmitted to the next (lower) voltage level				
	4	Energy Lost (1-2-3)				
	5	Total Loss in the system (4/1)				
D		Losses in EHT System (66 kV)				
	1	Energy received into the system				
	2	Energy sold at this voltage level				
	3	Energy transmitted to the next (lower) voltage level				
	4	Energy Lost (1-2-3)				
	5	Total Loss in the system (4/1)				
E		Overall Losses				
	1	Energy In (A1+B1+C1+D1)				
	2	Energy Lost (A4+B4+C4+D4)				
	3	Total T&D Loss (2/1)				

### Status of Metering

Form No: P2[illegible]

**Name of Transmission Licensee**

\* Note: The information may be furnished for five selected critical EHV substations.

Form No: P3

[illegible]

Form No: P4

S No	Particulars	First six months of the PY		Last six months of the PY		For the CY		Reasons For Failure
		< 48.5 Hz	> 50.5 Hz	< 48.5 Hz	> 50.5 Hz	< 48.5 Hz	> 50.5 Hz	
1	April							
2	May							
3	June							
4	July							
5	August							
6	September							
7	October							
8	November							
9	December							
10	January							
11	February							
12	March							
	<b>Total</b>							

### Abstract of outages due to tripping in HT feeders

Form No: P5

[illegible]



Name of Transmission LicenseeFailure of Transformers

Form No: P6

S.No	Particulars		Previous Year		Current Year		Reasons For Failure & Corrective Actions proposed to minimise
			Number	%	Number	%	
1	EHT Transformer	Auto Transformer					
		Power Transformer					
2	Power Transformer (HT)						

Note:- Provide the number of total and type of transformers

Name of Transmission LicenseeMajor System Disturbances (Grid Disturbances)

Form No: P7

Sl.No.	Particulars	PY	CY
1	Number of disturbances ( Major Grid Collapse)		
2	Total Duration of Disturbances		
3	Estimated unserved energy due to such interruption		
4	Number of occasions when State system was isolated from the Regional Grid due to system disturbance affecting power supply in the State.		
5	Number of occasions when system remained stable after having being isolated from the Regional Grid due to system disturbance.		
6	Remedial measures to prevent grid System disturbance.		

Form No: P8

SLNo	Particulars	Previous Year				Current Year				Corrective Measures Proposed In The Ensuing Year To Avoid Accidents
		Fatal	Non-Fatal		Fatal	Non-Fatal				
	Feeder & S/S details									
		Human	Animal	Human	Total	Human	Animal	Human	Total	
	Total									

Form No: P9

Sl.No.		Actual	Actual	Actual	Actual	Actual	Previous Year	Current Year	Ensuing Year
		FY (n-5)	FY (n-4)	FY (n-3)	FY (n-2)	FY (n-1)	Provisional	Estimate	Projection
							FY (n)	FY (n+1)	FY (n+2)
1	Peak Period								
	a) Winter								
	b) Summer								
	c) Other								
2	Maximum Peak Demand								
	a) Restricted								
	b) Unrestricted								
3	Peak Availability Assessed By Transco								
4	Shortfall in meeting Peak Demand								
	a) Restricted								
	b) Unrestricted								

Notes:- Details of Peak Demand and Load Rostering may be provided along with this format i.e., in terms of MW, MU and number of hours per day.

Name of Transmission Licensee

Key Ratios

Form No: P10

S. No	Particulars	PY Actual	CY Estimated
<b>A</b>	<b>Financial &amp; Material Management</b>		
1	Annual capital expenditure/net book value		
2	Transmission cost/Energy sales across voltage categories		
3	Employee cost as a percentage of total cost		
4	Operating expenses / Revenue from Sale of power		
5	Cost of capital		
6	Debt Service Coverage Ratio		
7	Stores Inventory/1000 Km of Transmission lines		
9	Working Capital to Revenue from Transmission of power		
<b>B</b>	<b>HR Management</b>		
1	Employee cost per unit of transmitted energy		
2	Training participation days per employee		
<b>D</b>	<b>Operational Performance</b>		
1	Unplanned outage/total outage (Fault breakdown / total outage)		
	Annual replacement rate of Power transformers (%): (Power Transformers replaced		
2	/ Transformers in service)		

## NAME OF DISTRIBUTION LICENSEE

## FORMATS FOR ARR &amp; TARIFF FILING BY DISTRIBUTION LICENSEES

Summary Formats			
1	Sheet	S1	Profit & Loss Account
2	Sheet	S2	Balance Sheet
3	Sheet	S3	Cash flow statement
4	Sheet	S4	Annual Revenue Requirement
5	Sheet	S5	Reasonable Return
6	Sheet	S6	Expenditure Allocation into Fixed, Variable & Other Costs
7	Sheet	S7	Energy Balance
8			
Financial Formats			
9	Sheet	F1	Revenue from Tariff and Charges
10	Sheet	F1a	Projection of sales, consumers & connected load
11	Sheet	F2	Revenue Grants & subsidies
12	Sheet	F3	Income from investments and Non-Tariff Income
13	Sheet	F4	Summary of HP Own Generation & Power Purchase
14	Sheet	F4a	Power purchase Details
15	Sheet	F4b	Intra State Transmission (TRANSCO) Charges
16	Sheet	F5	R&M Expenses
17	Sheet	F6	Employees' Cost & Provisions
18	Sheet	F6a	Employee Cost Wing Wise
19	Sheet	F6b	Retirement Pattern
20	Sheet	F7	Administration & General Expenses
21	Sheet	F8	Statement of Fixed Assets and Depreciation
22	Sheet	F9	Interest & Finance charges
23	Sheet	F9a	Domestic loans, bonds and financial leasing
24	Sheet	F10	Details of Expenses Capitalised
25	Sheet	F11	Other Debits
26	Sheet	F12	Statement of Sundry Debtors & provision for bad & doubtful debtors
27	Sheet	F13	Extraordinary Items
28	Sheet	F14	Net Prior Period Expenses/Income
29	Sheet	F15	Contribution Grants & subsidies towards Capital assets
30	Sheet	F16	Project-wise / Scheme-wise Capital Expenditure
31	Sheet	F17	Statements of assets not in use
32	Sheet	F18	Investments in Non business related activities
33	Sheet	F19	Current Assets and Liabilities
Tariff Formats			
34	Sheet	T1	Existing & Proposed Tariff
35	Sheet	T2	Revenue from Current Tariffs in Ensuing Year
36	Sheet	T3	Revenue from Proposed Tariffs in Ensuing Year
Performance Formats			
37	Sheet	P1	Revenue Arrears and Agewise Analysis
38	Sheet	P1a	Revenue Arrears of Government and Agewise Analysis
39	Sheet	P2	I&D Losses in LT and HT System
40	Sheet	P2a	Losses in 33 KV system
41	Sheet	P2b	Losses in 22 KV system
42	Sheet	P2c	Losses in 11 KV system
43	Sheet	P2d	Losses in LT system
44	Sheet	P3	Consumer Complaint
45	Sheet	P4	Voltage Profile
46	Sheet	P5	Technical Parameters
47	Sheet	P6	Abstract of outages due to tripping in HT feeders
48	Sheet	P7	Failure of Transformers
49	Sheet	P8	Billing Periodicity
50	Sheet	P9	Electrical Accidents
51	Sheet	P10	Peak Demand
52	Sheet	P11	Release of Customer bills
53	Sheet	P12	Key Ratios
54	Sheet	P13	Debt Restructuring
55	Sheet	P14	Release of New service Connections
56	Sheet	P15	Status of Metering
57	Sheet	P16	Materials Management
58	Sheet	P17	Audit Details
59	Sheet	P18	Status of Pre-paid Metering
60	Sheet	P19	Status of Unmanned sub-stations

## Instructions for the Utility:

- Electronic copy in the form of CD/ Floppy Disc shall also be furnished
- These formats are indicative in nature and the utility may align the line items to its chart of accounts

PY	Previous Year
CY	Current Year
EY	Ensuing Year

Profit & Loss Account		Name of Distribution Licensee		Form No: SI	
				All figures in Rs Crores	
Particulars		PY	CY	EY	
		Actual	Estimated	Projection	
<b>A</b>	<b>Revenue</b>				
1	Revenue from sale of power				
2	Other Non-tariff income				
3	Revenue subsidies				
	<b>Total Revenue or Income</b>				
<b>B</b>	<b>Expenditure</b>				
1	Purchase of Power from HP Own Stations				
2	Purchase of Power from Other Sources				
3	Intra-State Transmission Charges				
4	Repairs and Maintenance				
5	Employee costs				
6	Administration and General expenses				
7	Net prior period credit/(charges)				
8	Other Debits, Write-offs				
9	Extraordinary items				
11	Less: Expenses Capitalized				
<b>C</b>	<b>PBDIT</b>				
<b>D</b>	<b>Depreciation and Related debits</b>				
<b>E</b>	<b>PBIT</b>				
1	Interest & Finance Charges				
2	Less: Interest Capitalized				
<b>F</b>	<b>Total Interest and Finance Charges</b>				
<b>G</b>	<b>TOTAL EXPENDITURE</b>				
<b>H</b>	<b>Profit/Loss before Tax</b>				
<b>I</b>	<b>Income Tax provisions</b>				
<b>J</b>	<b>Profit/Loss after Tax</b>				
Note: Provide information on appropriation to reserves if any					

		Name of Distribution Licensee			
Balance Sheet				Form No: S2	
				All figures in Rs Crores	
Particulars		PY	CY	EY	
		Actual	Estimated	Projection	
<b>I. SOURCES OF FUNDS</b>					
<i>A) Shareholders' Funds</i>					
a) Share Capital					
b) Reserves and Surplus					
<i>B) Special Appropriation towards Project Cost</i>					
<i>C) Loan Funds</i>					
a) Secured Loans					
b) Unsecured Loans					
<i>D) Other sources of Funds</i>					
a) Capital contributions from consumers					
b) Consumers' Security Deposits					
<b>TOTAL SOURCES OF FUNDS</b>					
<b>II. APPLICATION OF FUNDS</b>					
<i>A) Fixed Assets</i>					
a) Gross Block					
b) less: Accumulated Depreciation					
c) Net Block					
d) Capital Work in Progress					
<i>B) Investments</i>					
<i>C) Current Assets, Loans and Advances</i>					
i) Current Assets					
ii) Loans & Advances					
<i>D) less: Current Liabilities and Provisions</i>					
i) Current Liabilities					
ii) Provisions					
<i>E) Net Current Assets</i>					
<i>F) Miscellaneous Expenditure to the extent not written</i>					
<b>TOTAL APPLICATION OF FUNDS</b>					

## Name of Distribution Licensee

## Cash Flow Statement

Form No: S3

All figures in Rs Crores

	Particulars	PY	CY	EY
		Actual	Estimated	Projection
I	<b>Net Funds from Operations:</b>			
1	<b>A. Net Funds from Earnings:</b>			
	Profit before Tax			
	Less:			
	Subsidy and Grants			
	Income Tax payment during the year			
	<b>Total of A</b>	-		
	<b>B. ADD: Debits to Revenue Account not requiring Cash Outflow:</b>			
	(i) Depreciation			
	(ii) Amortisation of Deferred Cost			
	(iii) Amortisation of Intangible Assets			
	(iv) Investment Allowance Reserve			
	(v) Others, if any.			
	<b>Total of B</b>	-		
	<b>C. LESS: Credits to Revenue Account not involving Cash Receipts:</b>			
	(i) Depreciation			
	(ii)			
	<b>Total of C</b>	-		
	<b>Net Funds from Earnings (A+B-C)</b>	-		
2	Contributions, Grants and Subsidies towards Cost of Capital Assets			
3	Security Deposit from consumers			
4	Proceeds from disposal of Fixed Assets			
5	<b>Total Funds from Operations (1+2+3+4)</b>			
6	<b>Net Increase/(Decrease) in Working Capital:</b>			
	<b>A. Increase/(Decrease) in Current Assets:</b>			
	a) Inventories			
	b) Receivables against sale of power			
	c) Loans and Advances			
	d) Sundry Receivables			
	<b>Total of A</b>	-		
	<b>B. Increase/(Decrease) in Current Liabilities:</b>			
	a) Borrowings for working capital			
	b) Other Current liabilities - Power purchase			
	- Others			
	<b>Total of B</b>	-		
	<b>Net Increase/(Decrease) in Working Capital (A - B)</b>	-		
7	<b>Net Funds from Operations before Subsidies &amp; Grants (5-6)</b>			
8	Receipts from Revenue Subsidies and Grants			
<b>Total I</b>	<b>Net Funds from Operations including Subsidies &amp; Grants (7+8)</b>	-		
II	<b>Net Increase/(Decrease) in Capital Liabilities:</b>			
	<b>A. Fresh Borrowings:</b>			
	(a) State Loans			
	(b) Foreign currency Loans/Credits			
	(c) Other Borrowings			
	<b>Total of A</b>	-		
	<b>B. Repayments:</b>			
	Repayment of Principal			
	(a) State Loans			
	(b) Foreign currency Loans/Credits			
	(c) Other Borrowings			
	<b>Total of B</b>	-		
<b>Total II</b>	<b>Net Increase/(Decrease) in Capital Liabilities (A - B)</b>	-		
III	<b>Increase/(Decrease) in Equity Capital</b>			
IV	<b>Total Funds available for Capital Expenditure (I+II+III)</b>	-		
V	<b>Funds Utilised on Capital Expenditure:</b>			
	(a) On Projects			
	(b) Released Assets reissued to works			
	(c) Intangible Assets			
	(d) Deferred Costs			
	<b>Total of V</b>	-		
VI	<b>Net Increase/(Decrease) in Investments</b>			
VII	<b>Net Increase/(Decrease) in Cash &amp; Bank Balance (IV - V - VI)</b>	-		
VIII	<b>Add: Opening Cash &amp; Bank balances</b>			
IX	<b>Closing Cash &amp; Bank Balances (VII+VIII)</b>	-		

Name of Distribution Licensee		Form No: S4		
Annual Revenue Requirement		All figures in Rs Crores		
Particulars		PY	CY	EY
		Actual	Estimated	Projection
Power Purchase (MU)				
Sale of Power (MU)				
Loss %				
1 Receipts				
a Revenue from tariffs & Miscell. Charges				
b Revenue subsidy from Govt.				
Total				
2 Expenditure				
a Purchase of Power from Own Stations				
b Purchase of Power from Other Sources				
c Intra-State Transmission Charges				
d R&M Expense				
e Employee Expenses				
f A&G Expense				
g Depreciation				
h Interest & Finance Charges				
i Less: Interest & other expenses capitalised				
j Other Debits (incl. Prov for Bad debts)				
k Extraordinary Items				
l Other (Misc.)-net prior period credit/ (charges)				
Total				
3 Reasonable Return				
4 Other Income				
5 Annual Revenue Requirement (2)+(3)-(4)				
6 Surplus(+) / Shortfall(-) : (1)-(5) before tariff revision				
7 Tariff Revision Impact				
8 Surplus(+) / Shortfall(-) : (6)-(7) after tariff revision				



Reasonable Return		Name of Distribution Licensee		Form No: 85	
Particulars		PY		CY	
		Actual		Estimated	
Shareholders' Funds					
1 Share Capital					
Total Equity					
Return as a % of Equity (16%)					

Expenditure Allocation into Fixed, Variable & Other Costs		Name of Distribution Licensee		Form No: 86	
Particulars		Previous Year		Current Year	
		Fixed		Variable	
		Others		Total	
Expenditure					
1 Power Purchase					
2 Repair and Maintenance					
3 Employee Costs					
4 Admin and General Expenses					
5 Depreciation and related dis					
6 Interest & Finance charges					
Sub-Total					
Low Expenses capitalised					
- Interest & Finance Charges capitalised					
- Other Expenses capitalised					
Sub-Total					
7 Other Debts (incl. Bad debts)					
8 Extraordinary Items					
9 Total Expenditure					

Energy Balance		Name of Distribution Licensee		Form No: S7	
Particulars	FY	CY	EY		
	MU	MU	MU		
<b>1 Purchase of Power</b>					
Power from Own Stations					
Power from Other Sources					
<b>Total Power Available for Sale or Energy Input</b>					
<b>2 Energy Sales within the state</b>					
a) LT Sales					
b) HT Sales					
c) EHT Sales					
<b>Total Energy Sales</b>					
<b>3 Distribution Loss</b>					
<b>4 Intra State Transmission Loss</b>					
<b>5 Net Energy Requirement for sale in state</b>					
<b>6 Energy available for Inter state sale</b>					
<b>7 Inter State Transmission Loss</b>					
<b>8 Tradable Power</b>					

## Name of Distribution Licensee

## Truing Up

Form No: S8

All figures in Rs Crores

Particulars	Approved	Actual
<b>Power Purchase (MU)</b>		
<b>Sale of Power (MU)</b>		
<b>Loss %</b>		
<b>1 Receipts</b>		
a Revenue from tariffs & Miscell. Charges		
b Subsidy from Govt.		
<b>Total</b>		
<b>2 Expenditure</b>		
a Purchase of Power from Own Stations		
b Purchase of Power from Other Sources		
c Intra-State Transmission Charges		
d R&M Expense		
e Employee Expenses		
f A&G Expense		
g Depreciation		
h Interest & Finance Charges		
i Less: Interest & other expenses capitalised		
j Other Debits (incl. Prov for Bad debts)		
k Extraordinary Items		
l Other (Misc.)-net prior period credit		
<b>Total</b>		
<b>3 Reasonable Return</b>		
<b>4 Other Income</b>		
<b>5 Annual Revenue Requirement (2)+(3)-(4)</b>		
<b>6 Surplus(+)/ Shortfall(-) : (1)-(5) before tariff revision</b>		
<b>7 Tariff Revision Impact</b>		
<b>8 Surplus(+)/ Shortfall(-) : (6)-(7)after tariff revision</b>		

Revenue from Tariff & Charges		Name of Distribution Licenses						Form No: F1	
a) Revenue from tariffs									
Particulars	Previous Year (Actual)								
	Consumers	Load connected	Contract Demand	Unit sold	Rev. from Consumer Service Charges	Rev. from Demand charges	Rev. from variable charges	Total revenue	
	No	(In kw)	(In kw)	(In Mus)	(Rs in Cr.)	(Rs in Cr.)	(Rs in Cr.)	(Rs in Cr.)	
I LT Consumers									
1 Antodaya Domestic									
2 Domestic									
0 - 45									
46 - 150									
151 & above									
2 NDNCs									
0 - 20 kW									
20 - 100 kW									
3 Commercial Supply									
0 - 20 kW									
20 - 100 kW									
Above 100 kW									
4 Small & Medium Industrial Power Supply									
0 - 20 kW									
Above 20 kW									
5 LT - Agriculture Pumping Supply									
6 LT - Water (& Irrigation) Pumping Supply									
7 Street Lighting Supply									
8 Bulk Supply									
9 Long term Supply									
Sub Total									
II HT Consumers									
1 HT - NDNCs									
0 - 20 kW									
20 - 100 kW									
2 HT Commercial Supply									
0 - 20 kW									
20 - 100 kW									
Above 100 kW									
3 HT - Large Power Supply									
4 HT - Water (& Irrigation) Pumping Supply									
5 HT - Bulk Supply									
Sub Total									
III EHT Consumers									
1 EHT - Large Power Supply									
Sub Total									
Grand Total									
b) Revenue from other charges		Previous Year (Actual)							
Particulars	Electricity Duty	Cess		Meter Rent		Surcharge	Other Misc. revenue		
	(Rs in Cr.)	(Rs in Cr.)		(Rs in Cr.)		(Rs in Cr.)	(Rs in Cr.)		
LT									
HT									
EHT									
Total									
Note: This format should be filed as per the existing tariff & charges schedule.									

[illegible]

[illegible]

Projection of Sales, Customers & Connected load		Name of Distribution Licensee					Form No: F1a		
A) Projection of sales							PY	CY	EY
In Million Units	Actual	Actual	Actual	Actual	Actual	Provisional	Estimate	Projection	
Category	FY (n-5)	FY (n-4)	FY (n-3)	FY (n-2)	FY (n-1)	FY (n)	FY (n+1)	FY (n+2)	
I LT Consumers									
1 Antodaya Domestic									
2 Domestic									
0 - 45									
46 - 150									
151 & above									
2 NDNCS									
0 - 20 kW									
20 - 100 kW									
3 Commercial Supply									
0 - 20 kW									
20 - 100 kW									
Above 100 kW									
4 Small & Medium Industrial Power Supply									
0 - 20 kW									
Above 20 kW									
5 LT - Agriculture Pumping Supply									
6 LT - Water (& Irrigation) Pumping Supply									
7 Street Lighting Supply									
8 Bulk Supply									
9 Temporary Supply									
Sub Total									
II HT Consumers									
1 HT - NDNCS									
0 - 20 kW									
20 - 100 kW									
2 HT Commercial Supply									
0 - 20 kW									
20 - 100 kW									
Above 100 kW									
3 HT - Large Power Supply									
4 HT - Water (& Irrigation) Pumping Supply									
5 HT - Bulk Supply									
Sub Total									
III EHT Consumers									
1 EHT - Large Power Supply									
Sub Total									
Grand Total									

Note: The projections of the Licensee should be matched with any long term forecasting studies that it undertakes Form No: F1a

Note: The projections of the Licensee should be matched with any long term forecasting studies that it undertakes

C) Projection of Connected Load/Contracted Demand							Form No: F1a		
		Actual	Actual	Actual	Actual	Actual	Previous Year	Current Year	Ensuing Year
	Category	FY (n-5)	FY (n-4)	FY (n-3)	FY (n-2)	FY (n-1)	Provisional	Estimate	Projection
							FY (n)	FY (n+1)	FY (n+2)
I	LT Consumers								
1	Antodaya Domestic								
2	Domestic								
	0 - 45								
	46 - 150								
	151 & above								
2	NDNCS								
	0 - 20 kW								
	20 - 100 kW								
3	Commercial Supply								
	0 - 20 kW								
	20 - 100 kW								
	Above 100 kW								
4	Small & Medium Industrial Power Supply								
	0 - 20 kW								
	Above 20 kW								
5	LT - Agriculture Pumping Supply								
6	LT - Water (& Irrigation) Pumping Supply								
7	Street Lighting Supply								
8	Bulk Supply								
9	Temporary Supply								
	Sub Total								
II	HT Consumers								
1	HT - NDNCS								
	0 - 20 kW								
	20 - 100 kW								
2	HT Commercial Supply								
	0 - 20 kW								
	20 - 100 kW								
	Above 100 kW								
3	HT - Large Power Supply								
4	HT - Water (& Irrigation) Pumping Supply								
5	HT - Bulk Supply								
	Sub Total								
III	EHT Consumers								
1	EHT - Large Power Supply								
	Sub Total								
	Grand Total								
Note: The projections of the Licensee should be matched with any long term forecasting studies that it undertakes									



		Name of Distribution Licensee		Form No: F2	
Revenue & Capital Subsidies					
	Particulars	PY	CY	EY	
	In Rs Crores	Provisional	Estimate	Projection	
A	Revenue Subsidies And Grants				
1					
2					
3					
	Sub-Total				
B	Capital Subsidies And Grants				
1					
2					
3					
	Sub-Total				
	Total				
	Actual Flow of Funds	PY	CY	EY	
	In Rs Crores	Provisional	Estimate	Projection	
1	Balance Subsidy for Previous years Receivable				
2	Subsidy Due for the year				
3	Total Subsidy Receivable				
4	Cash				
5	ED Adjustment/Retained				
6	Cess Adjustment/Retained				
7	Central Assistance Adjustment				
8	Adjustment of Penal intft on ED & Cess				
9	Adjustment of Past Loans				
10	Recievd as Adjustment from State Govt.				
11	Adjustment of Interst on Loan				
12	Total Subsidy Received				
13	Balance Subsidy Receivable: (3)-(12)				

		Name of Distribution Licensee			
Income from investments and Non-Tariff Income		Form No: F3			
Particulars		PY	CY	EY	
Figure in Rs Crore		Provisional	Estimate	Projection	
<b>A</b>	<b>Income from Investment, Fixed &amp; Call Deposits</b>				
1	Interest Income from Investments				
2	Interest on fixed deposits				
3	Interest from Banks other than Fixed Deposits				
4	Interest on (any other items)				
	<b>Sub-Total</b>				
<b>B</b>	<b>Non Tariff Income</b>				
1	Interest on loans and Advances to staff				
2	Interest on Loans and Advances to Licensee				
3	Interest on Loans and Advances to Lessors				
4	Interest on Advances to Suppliers / Contractors				
5	Income from Trading (other than Electricity)				
6	Gain on Sale of Fixed Assets				
7	Income/Fee/Collection against staff welfare activities				
8	Miscellaneous receipts				
9	Delayed payment charges from consumers				
10	Meter Rent				
11	Recovery from theft of energy				
12	Wheeling charges				
13	PLVC Charges				
14	Misc. charges from consumers				
15	Surcharge on Non Payment of subsidy by Govt				
16	Surcharge for LVSS				
17	Income from Other Business				
18	Contract Demand Violation Charges				
19	Harmonic Injection Violation Penalty				
20	Disturbing Load Penalty				
21	Less: Rebate for supply at higher voltage				
	<b>Sub-Total</b>				
	<b>Total</b>				
Note: A report on Harmonics should also be enclosed					

Summary of Power Purchase from Own Stations and Other Sources					Name of Distribution Licensee					Form No: F4			
					Previous Year			Current Year			Ensuing Year		
Sl No	Source	Plant Capacity (MW)	HPSEB's Share in %	HPSEB's Share in MW	Energy Units (MU)	Rs Crs.	Paise/Unit	Energy Units (MU)	Rs Crs.	Paise/Unit	Energy Units (MU)	Rs Crs.	Paise/Unit
HP Own Stations													
Above 5 MW													
1	Bhaba												
2	Bassi												
3	Giri												
4	Andhra												
5	Ghanvi												
6	Baner												
7	Gaj												
8	Binwa												
9	Thirot												
10	Gumma												
11	Holi												
12	Larji												
13	Khauli												
Sub-Total													
Mini Micros (5 MW & below)													
1	Nogli												
2	Rong-Tong												
3	Sal-II												
4	Chaba												
5	Rukti												
6	Chamba												
7	Killar												
8	Chakki-Naila												
9	Grola												
Sub-Total													
Total													
Auxiliary Consumption													
Generation Availability (Net of Auxiliary Consumption)													





3

Repair & Maintenance Expenditure		Name of Distribution Licensee		Form No: F5	
Sl.No.	Particulars	PY	CY	EY	
	Figure in Rs Crore	Provisional	Estimate	Projection	
1	Plant and Machinery				
2	Building				
3	Civil Works				
4	Hydraulic Works				
5	Lines, Cables Net Works etc.				
6	Vehicles				
7	Furniture and Fixtures				
8	Office Equipments				
9	Spare Inventory for maintaining Transformer redundancy				
10	Sub station maintenance by private agencies				
11	Any other items (Capitalisation)				
	Total				

Employee Cost and Provisions		Name of Distribution Licensee		Form No: F6	
Particulars		PI	CV	FY	
		Provisional	Estimate	Projection	
A	Employee Strength (Number)				
	Working Strength At The Beginning Of The Year				
	Employee Category				
1	Member				
2	Chief Engineer				
3	Superintendent Engineer				
4	Executive Engineer				
5					
	Total				
	Sanctioned Strength At The Beginning Of The Year				
	Employee Category				
1	Member				
2	Chief Engineer				
3	Superintendent Engineer				
4	Executive Engineer				
5					
	Total				
	In Rs Cr				
B	Employee's Cost				
1	Salaries				
2	Dearness Allowance				
3	Other Allowances & Relief				
a	Allowance details				
b					
c					
d					
4	Medical Expenses Reimbursement				
5	Leave Travel Assistance				
6	Fee & Honorarium				
7	Incentives/Awards Including That In Partnership Project (Specify Items)				
8	Earned Leave Encashment				
9	Tuition Fee Re-Imbursement				
10	Leave Salary Contribution				
11	Payment Under Workman's Compensation And Gratuity				
12	Subsidised Electricity To Employees				
13	Staff Welfare Expenses				
C	Apprentice And Other Training Expenses				
D	Payment/Contribution To PF Staff Pension And Gratuity				
1	Terminal Benefits				
a)	Provident Fund Contribution				
b)	Provision for PF Fund - Invested				
	Not Invested				
c)	Pension Payments				
d)	Gratuity Payment				
e)	Leave Encashment Payment				
2	Any Other Items				
	Total D				
E	Bonus/Exgratia To Employees				
F	Grand Total				
G	Chargeable To Construction Works				
	Balance Item 'F' Appropriate For (F-H/G)				
	Relevant Indices Of Wages Increase (As At The Beginning & End Of The Year)				
	WPI				
	CPI				
	D.A Rate				

## Name of Distribution Licensee

## Employee Cost and Provisions

Form No: F6a

Rs Cr

	Particulars	PY	CY	EY
A	Wing Wise Details - FAO, Civil, Head Office, etc	Prov	Esti	Proj
B	Employee's Cost			
1	Salaries			
2	Dearness Allowance			
3	Other Allowances & Relief			
a	Allowances details			
4	Medical Expenses Reimbursement			
5	Leave Travel Assistance			
6	Fee & Honorarium			
7	Incentives/Awards Including That In Partnership Project (Specify Items)			
8	Earned Leave Encashment			
9	Tuition Fee Re-Imbursement			
10	Leave Salary Contribution			
11	Payment Under Workman'S Compensation And Gratuity			
12	Subsidised Electricity To Employees			
13	Staff Welfare Expenses			
C	Apprentice And Other Training Expenses			
D	Payment/Contribution To PF Staff Pension And Gratuity			
1	Terminal Benefits			
a)	Provident Fund Contribution			
b)	Provision for PF Fund - Invested			
	Not Invested			
c)	Pension Payments			
d)	Gratuity Payment			
2	Any Other Items			
	Total D			
E	Bonus/Exgratia To Employees			
F	Grand Total			
G	Chargeable To Construction Works			
	Balance Item 'F' Appropriate For (F)-(G)			
	Relevant Indices Of Wages Increase (As At The Beginning & End Of The Year)			
	WPI			
	CPI			
	D.A Rate			





Name of Distribution Licenses		Form No: F7		
Administration & General Expenses				
S.No.	Particulars	PV	CV	EY
	In Rs Crores	Provisional	Estimate	Projection
A)	Administration Expenses			
1	Rent rates and taxes (Other than all taxes on income and profit)			
2	Insurance of employees, assets, legal liability			
3	Revenue Stamp Expenses Account			
4	Telephone, Postage, Telegram, Internet Charges			
5	Incentive & Award To Employees/Outsiders			
6	Consultancy Charges			
7	Technical Fees			
8	Other Professional Charges			
9	Conveyance And Travel (vehicle hiring, running)			
10	HPERC License fee			
11	Plant And Machinery			
12	Security / Service Charges Paid To Outside Agencies			
13	Regulatory Expenses			
14	Ombudsman Expenses			
15	Consumer Forum			
	Sub-Total of Administrative Expenses			
B)	Other Charges			
1	Fee And Subscriptions, Books And Periodicals			
2	Printing And Stationery			
	Advertisement Expenses (Other Than Purchase Related) Exhibition &			
3	Demo.			
4	Contributions/Donations To Outside Institute / Association			
5	Electricity Charges To Offices			
6	Water Charges			
7	Any Study - As per requirements			
8	Miscellaneous Expenses			
9	Public Interaction Program			
10	Any Other expense			
	Sub-Total of other charges			
C)	Legal Charges			
D)	Auditor'S Fee			
E)	Freight - Material Related Expenses			
F)	Departmental Charges			
G)	Total Charges			
H)	Total Charges Chargeable To Capital Works			
I)	Total Charges Chargeable to Revenue Expenses			

Fixed Assets and Provision for Depreciation				Name of Distribution Licensee				Form No: FR	
In Ru Crores				Gross Fixed Assets			Previous Year		
							Provision For Depreciation		
Sl.No	Particulars	At Begning of Year	Addition During Year	Adjustments & Deduction	At End Of Year	Rate of Depreciation	At Begning of Year	Addition During Year	Adjust-ments & Deduction
1	Land & Land rights								
2	Building and Civil Works								
	Others 1								
	Others 2								
	Others 3								
	Sub-Total								
3	Line Cable Networks etc.								
	Towers, poles, fixtures, overhead conductors, devices								
	Transformers								
	Switchgear, Control gear & Protection								
	Batteries								
	Others								
4	Communication equipment								
5	Meters								
6	Vehicles								
7	Furniture & fixtures								
8	Office Equipments								
9	Assets taken over & pending final valuation								
10	Any other items								
	Total (1 to 10)								
Note									
1) Provide for fair value of assets if assessed									

[illegible]



			Name of Distribution Licensee			
Interest & Finance Charges				Form No: F9		
		Particulars	Previous Year	Current Year	Easing Year	
		In Rs Crores	Actual	Projected	Projected	
A	I	Interest and Finance Charges on Long Term Loans / Credits from the FIs/banks/organisations approved by the State Government				
		1 LIC				
		2 REC				
		3 PFC				
		4 Bonds				
		5 Bank/FIs				
		6 APDRP				
		7 Any Other				
		Total of I				
	II	Interest on Working Capital Loans Or Short Term Loans				
		Total of A : I + II				
B	Other Interest & Finance Charges					
	1	Cost of raising Finance & Bank Charges etc.				
	2	Interest on Security Deposit				
	3	Penal Interest Charges				
	4	Lease Rentals				
	5	Penalty charges for delayed payment for power purchase				
		Total of B				
C	Grand Total Of Interest & Finance Charges: A + B					
D	Less: Interest & Finance Charges Chargeable to Capital Account					
E	Net Total Of Interest & Finance Charges : For Revenue Account: C-D					

		Name of Distribution Licensee								Form No. F9a	
Domestic loans, bonds and financial leasing											
Sl. No.	Particulars	Opening Balance at the beginning of the year				Amount received during the year	Principal repayment		Interest		Closing Balance
	In Rs Crores	Principal not overdue	Principal overdue	Interest overdue	Total		Due	Paid	Due	Paid	%
	Financial Year *										
A	LONG-TERM										
1	LIC										
2	REC										
3	PFC										
4	Bonds										
5	Bank										
6	AFDRP										
7	Any Other										
8											
B	SHORT-TERM										
	Total										
*Note:- Lender's information to be provided for Previous Year, Current Year & Ending Year											

		Name of Distribution Licensee			Form No: F10	
Details of Expenses Capitalised					All figures in Rs Crores	
Sl.No.	Particulars	PY		CY	EY	
		Actual		Estimated	Projection	
1	Interest & Finance charges Capitalised					
2	Other expenses capitalised:					
a	Employee expenses					
b	R&M Expenses					
c	A&G Expenses					
d	Depreciation					
e	Others, if any					
	Total of 2					
	Grand Total					

		<u>Name of Distribution Licensee</u>		Form No: F11	
<u>Debits, Write-offs and any other items</u>				All figures in Rs Crores	
Sl.No	Particulars	PY	CY	EY	
		Actual	Estimated	Projection	
1	Material Cost Variance				
2	Miscellaneous Losses And Write Off				
3	Bad Debt Written Off/Provided For				
4	Cost Of Trading & Manufacturing Activities				
5	Net Prior Period Credit/Charges				
6	Sub-Total				
7	Less Chargeable To Capital Expense				
	Net Chargeable To Revenue				

		<u>Name of Distribution Licensee</u>		Form No: F12	
<u>Statement of Sundry Debtors and provision for Bad &amp; Doubtful Debts</u>				All figures in Rs Crores	
Sl.No.	Particulars	PY	CY	EY	
		Actual	Estimated	Projection	
1	Receivable from customers as at the beginning of the year				
2	Revenue billed for the year				
3	Collection for the year				
	Against current dues				
	Against arrears upto previous year				
4	Gross receivable from customers as at the end of the year				
5	Receivables against permanently disconnected consumers				
6	Receivables(4-5)				
7	% of provision				
✓	Provision for bad and doubtful debts				
Note: The details in Sundry debtors in MU should also be enclosed					

Extraordinary Items		Name of Distribution Licensee		Form No: F13
Sl.No.	Particulars	PY	CY	EY
	In Rs Crores	Actual	Estimated	Projection
1	Extraordinary Credits (incl. subsidies against losses due to natural disasters			
	<b>TOTAL CREDITS</b>			
2	Extraordinary Debits (incl. subsidies against losses due to natural disasters			
	<b>TOTAL DEBITS</b>			
	<b>Grand Total</b>			

Net Prior Period Expenses / Income		Name of Distribution Licensee		Form No: F14
Sl.No.	Particulars	PY	CY	EY
	In Rs Crores	Actual	Estimated	Projection
A	Income relating to previous years:			
1	Interest income for prior periods			
2	Income Tax prior period			
3	Excess Provision for Depreciation			
4	Excess Provision for Interest and Fin. Charges			
5	Receipts from consumers			
6	Other Excess Provision			
7	Others Income			
	<b>Sub-Total A</b>			
B	Expenditure relating to previous years			
1	Power Purchase			
2	Operating Expenses			
3	Excise Duty on generation			
4	Employee Cost			
5	Depreciation			
6	Interest and Finance Charges			
7	Admin. Expenses			
8	Withdrawal of Revenue Demand			
9	Material Related			
10	Other			
	<b>Sub-Total B</b>			
	<b>Net prior period Credit/(Charges) : A-B</b>			



		Name of Distribution Licensee							
Contributions, Grants and subsidies towards Cost of Capital Assets								Form No: F-15	
Sl No	Particulars		Previous Year		Current Year		Ensuing Year		
		Balance at the beginning of the year	Additions during the Year	Balance at the end of the Year	Additions during the Year	Balance at the end of the Year	Additions during the Year	Balance at the end of the Year	
In Rs Crores									
1	Consumer Contribution Towards Cost Of Capital Assets IFF								
	Consumer Contribution For Good Quality Meters For EHT								
2	Industries								
3	Sub-Total								
4	Subsidies Towards Cost Of Capital Asset								
5	Grant Towards Cost Of Capital Assets								
6	Sub-Total								
Total									

[illegible]

\*Note:- Information to be provided for Previous Year, Current Year & Ensuing Year.

[illegible]

Current Assets & Liabilities		Name of Distribution Licensee		Form No: F19	
Sl. No.	Particulars	PY Actual	All figures in Rs Crores CY Estimated	EY Projection	
A	<b>Current Assets, Loans and Advances</b>				
	Sundry Debtors				
	Inventories				
	Cash and Bank Balances				
	Loans and Advances				
B	<b>Current Liabilities and Provisions</b>				
	Current Liabilities				
	Provisions				
C	<b>NET CURRENT ASSETS (= A - B)</b>				

Name of Distribution Licensee				Form No: T1				
Existing Component of tariff								
Category	Energy Charges			Consumer Service Charges	Demand Charges			Category
	Normal	Peak	Night		Normal	PLEC	PLVC	
	(Rs/kWh)			Rs/con./mth	(Rs/kVA/M)	(Rs/kWh)	(Rs/kWh)	
1	2	3	4	5	6	7	8	1
LT Consumers								LT Consumers
Amodaya Domestic								Amodaya Domestic
Domestic								Domestic
0 - 45								0 - 45
46 - 150								46 - 150
151 & above								151 & above
NDNCS								NDNCS
0 - 20 kW								0 - 20 kW
20 - 100 kW								20 - 100 kW
Commercial Supply								Commercial Supply
0 - 20 kW								0 - 20 kW
20 - 100 kW								20 - 100 kW
Above 100 kW								Above 100 kW
Small & Medium Industrial Power Supply								Small & Medium Industrial Power Supply
0 - 20 kW								0 - 20 kW
Above 20 kW								Above 20 kW
LT - Agriculture Pumping Supply								LT - Agriculture Pumping Supply
LT - Water (& Irrigation) Pumping Supply								LT - Water (& Irrigation) Pumping Supply
Street Lighting Supply								Street Lighting Supply
Bulk Supply								Bulk Supply
Temporary Supply								Temporary Supply
Sub Total								Sub Total
HT Consumers								HT Consumers
HT - NDNCS								HT - NDNCS
0 - 20 kW								0 - 20 kW
20 - 100 kW								20 - 100 kW
HT Commercial Supply								HT Commercial Supply
0 - 20 kW								0 - 20 kW
20 - 100 kW								20 - 100 kW
Above 100 kW								Above 100 kW
HT - Large Power Supply								HT - Large Power Supply
HT - Water (& Irrigation) Pumping Supply								HT - Water (& Irrigation) Pumping Supply
HT - Bulk Supply								HT - Bulk Supply
Sub Total								Sub Total
EHT Consumers								EHT Consumers
EHT - Large Power Supply								EHT - Large Power Supply
Sub Total								Sub Total
Grand Total								Grand Total

[illegible]

Revenue from Current Tariffs in Ensuing Year							
Sl. No.	Tariff Category	No. of consumers	Consumption-Slabwise (MU)	Contract Demand/Connected Load (KW /KVA /HP)	Energy Charge (Rs/KWh)	Monthly Demand Charge (Rs/KVA)	Monthly Customer Charge per Connection (Rs.)
I	LT Consumers						
1	Antodaya Domestic						
2	Domestic						
	0 - 45						
	46 - 150						
	151 & above						
2	NDNCS						
	0 - 20 kW						
	20 - 100 kW						
3	Commercial Supply						
	0 - 20 kW						
	20 - 100 kW						
	Above 100 kW						
4	Small & Medium Industrial Power Supply						
	0 - 20 kW						
	Above 20 kW						
5	LT - Agriculture Pumping Supply						
6	LT - Water (& Irrigation) Pumping Supply						
7	Street Lighting Supply						
8	Bulk Supply						
9	Temporary Supply						
	Sub Total						
II	HT Consumers						
1	HT - NDNCS						
	0 - 20 kW						
	20 - 100 kW						
2	HT Commercial Supply						
	0 - 20 kW						
	20 - 100 kW						
	Above 100 kW						
3	HT - Large Power Supply						
4	HT - Water (& Irrigation) Pumping Supply						
5	HT - Bulk Supply						
	Sub Total						
III	EHT Consumers						
1	EHT - Large Power Supply						
	Sub Total						
	Grand Total						

[illegible]

Revenue from Proposed Tariffs in Ensuing Year		Name of Distribution Licensee						
SLN o.	Tariff Category	No. of cons	Consump- tion- Slabwise (MU)	Sanct. Load Slabwise (KW /KVA /HP)	Slab Details	Energy Charge (Rs/KWh)	Monthly Demand Charge (Rs/KVA)	Monthly Customer Charge per Connection (Rs.)
I	LT Consumers							
1	Antodaya Domestic							
2	Domestic							
	0 - 45							
	46 - 150							
	151 & above							
2	NDNCS							
	0 - 20 kW							
	20 - 100 kW							
3	Commercial Supply							
	0 - 20 kW							
	20 - 100 kW							
	Above 100 kW							
4	Small & Medium Industrial Power Supply							
	0 - 20 kW							
	Above 20 kW							
5	LT - Agriculture Pumping Supply							
6	LT - Water (& Irrigation) Pumping Supply							
7	Street Lighting Supply							
8	Bulk Supply							
9	Temporary Supply							
	Sub Total							
II	HT Consumers							
1	HT - NDNCS							
	0 - 20 kW							
	20 - 100 kW							
2	HT Commercial Supply							
	0 - 20 kW							
	20 - 100 kW							
	Above 100 kW							
3	HT - Large Power Supply							
4	HT - Water (& Irrigation) Pumping Supply							
5	HT - Bulk Supply							
	Sub Total							
III	EHT Consumers							
1	EHT - Large Power Supply							
	Sub Total							
	Grand Total							





[illegible]

[illegible]

T&D Losses in LT and HT system		Name of Distribution Licensee			Form No: P2
Particulars		PV	CV	FV	All Figures in MU
		Actual	Estimated	Projection	Remarks
A	System Losses At 33 KV				
1	Energy received into the system				
2	Station consumption				
3	Energy sold at this voltage level				
4	Energy transmitted to the next (lower) voltage level				
5	Energy Lost				
6	Total Loss in the system $(5/1)*100\%$				
B	System Losses At 22 KV				
1	Energy received into the system				
2	Station consumption				
3	Energy sold at this voltage level				
4	Energy transmitted to the next (lower) voltage level				
5	Energy Lost				
6	Total Loss in the system $(5/1)*100\%$				
C	Losses At 11 KV				
1	Energy received into the system				
2	Station consumption				
3	Energy sold at this voltage level				
4	Energy transmitted to the next (lower) voltage level				
5	Energy Lost				
6	Total Loss in the system $(5/1)*100\%$				
D	LT System Losses				
1	Energy received into the system				
2	Station consumption				
3	Energy sold at this voltage level				
4	Energy Lost				
5	Total Loss in the system $(4/1)*100\%$				
E	Overall Losses				
1	Energy In $(A1+B1+C1+D1)$				
2	Energy Out $(A5+B5+C5+D4)$				
3	Total T&D Loss $(2/1)*100\%$				
Note: The Circle/Division wise losses have also to be provided					

		Name of Distribution Licensee				
Losses in 33 kV						Form No: P2a
SLNo.		Particulars		PY	CY	EY
			Units	Actual	Estimated	Projection
1	Energy In	System Energy Delivered into 33 kV Distribution System from EHT SSs And Other Generators	MU			
2	Energy Out	Energy Sold By HT Direct Sales at 33 kV	MU			
3	Energy Out	Energy Diverted into 22 kV, 15 kV, 11 kV And LT System	MU			
4	Distribution Loss	Energy In - Energy Output	MU			
			%			

		Name of Distribution Licensee				
Losses in 22 kV						Form No: P2b
SLNo.		Particulars		PY	CY	EY
			Units	Actual	Estimated	Projection
1	Energy In	System Energy Delivered into 22 kV Distribution System from EHT SSs And Other Generators	MU			
2	Energy Out	Energy Sold By HT Direct Sales at 22 kV	MU			
3	Energy Out	Energy Diverted into 11 kV And LT System	MU			
4	Distribution Loss	Energy In - Energy Output	MU			
			%			

Losses in 11 kV		Name of Distribution Licensee		Form No: P2c		
Particulars			PY	CY	EY	
		Units	Actual	Estimated	Projection	
1 Energy In	Energy Delivered into 11 kV	MU				
	Energy Delivered into 11 kV From EHT S/s And Other Sources	MU				
	Sub Total 1	MU				
2 Energy Out	Energy Sold By HT Direct Sales at 11 kV	MU				
	Energy Diverted into LT System 11 kV SSs	MU				
	Sub Total 2	MU				
3 Distribution Loss	Sub Total 1 - Sub Total 2	MU				
		%				

Losses in LT System		Name of Distribution Licensee		Form No: P2d		
Particulars			PY	CY	EY	
		Units	Actual	Estimated	Projection	
1 Energy In	Energy Delivered into LT Distribution System From 11/0.4 kV S/s	MU				
	Energy Delivered into LT Distribution System From HT S/s And Other Sources	MU				
	Sub Total 1	MU				
2 Energy Out	Energy Sold in LT System	MU				
	Sub Total 2	MU				
3 Distribution Loss	Sub Total 1 - Sub Total 2	MU				
		%				

Consumer Complaint		Name of Distribution Licensee		Form No: PJ	
Sl. No.	Type of Complaint	No. of Complaints Received During			
		1st Six months of previous year	2nd Six months of previous year	1st Six months of current year	2nd Six months of current year
1	Interruption due to problem in LT supply (Fire off call at actual cutouts, Scalable cutouts, snapping of wires, falling of trees on overhead lines, fire due to short circuit of LT lines consequent to loose spans and touching of tree branches)				
2	Problems in metering and meter reading (Delay in replacement of non-recording meters, replacement of burnt out meter, replacement of meters recording excess consumption due to creeping, breakage of seals provided to the meter, mistakes in totaling by the MR while issuing the bills, wrong notin				
3	Errors in billing (Excessive billing, amount already paid by consumer shown as arrears, wrong application of tariff, posting of wrong initial reading, showing the short claims in the monthly bill without furnishing the details to the consumer, wrong postings, i.e. postings				
4	Any other				



		Name of Distribution Licensee									
Abstract of outages due to tripping in HT feeders										Form No: P6	
S.No	Particulars	Previous Year				Current Year				Corrective Measures	
	Feeder & SS details	Time Of Outage				Time Of Outage				Proposed In the	
		Number	Hr	Mins	Total Mins	Number	Hr	Mins	Total Mins	Ensuing Year to Avoid	
1	33 KV Feeders										
2	22 KV Feeders										
3	11 KV Feeders										
4	Distribution Transformer										

		Name of Distribution Licensee					
Failure of Transformers						Form No: P7	
S.No	Particulars	Previous Year		Current Year		Reasons For Failure & Corrective Actions	
		Number	%	Number	%		
1	EHT Transformer						
	Auto Transformer						
	Power Transformer						
2	Power Transformer (HT)						
3	Distribution Transformers						
Note:- Provide the number of total and type of transformers							



			Name of Distribution Licensee		
	<b>Billing Details - Periodicity as per regulations</b>				Form No: P8
1	Category Wise consumers	Monthly	Bi Monthly	Quarterly	Half Yearly
Note	Security Deposit Regulations of HPERC, 2005				

[illegible]

		<u>Name of Distribution License</u>					Form No: P10		
<u>Peak Demand in MW</u>									
Sl.No.		Actual FY (n-5)	Actual FY (n-4)	Actual FY (n-3)	Actual FY (n-2)	Actual FY (n-1)	PV Provisional FY (n)	CY Estimate FY (n+1)	FY Projection FY (n+2)
1	Peak Period								
	a) Winter								
	b) Summer								
	c) Other								
2	Maximum Peak Demand								
	a) Restricted								
	b) Unrestricted								
3	Peak Availability Assessed By Transco								
4	Shortfall in meeting Peak Demand								
	a) Restricted								
	b) Unrestricted								

Note: Details of Load Rostering may be provided along with this format i.e., in terms of MW, MU and number of hours per day.

Release of Customer Bills		Name of Distribution Licensee		Form No: P11	
Details should be provided Circle wise					
S. No	Particulars	Units	PY Actual	CY Estimated	PY Projection
1	Determine The Time It Takes				
	a) In Taking The Meter Reading	Days			
	b) Valuing Of Data	Days			
	c) Preparation Of Bill	Days			
	d) Printing Of Bill And Date Of Issue Of Bill	Days			
	e) From Issue Date To Delivery To Consumer	Days			
	f) From Delivery Of Bill To Customer To The Due Date Of Bill	Days			
2.a	Number of consumers making payment				
	a) Within The Due Date	%			
	b) After The Due Date	%			
2.b	Disconnection Of The Consumers				
	a) Defaulters	No			
	b) Actually Disconnected	No			
	c) % Defaulters Disconnected	%			
3	Checking				
	a) % of Computers By AE / W	%			
	b) % of Bills By AE / W / RA / Officials	%			
4	Bills That Are Disputed By The Customer to Total Bills Per Month per Division	%			
5	Number Of Meters Found Defective Per Month	%			
6	Tampered Meters that Are Identified Per month	No			
7	Average Time Taken To				
	a) Replace Defective/Disputed Meters	Days			
	b) Replace The Tampered Meters Identified	Days			
	c) Prepare And Deliver Supplementary Bills In Respect of Above	Days			
8	% Of Installed Meters That Are Tested Per Month	%			
9	Average Time Taken For Connection Of Disconnected Meter After Payment Of Dues/Charges	%			

		Name of Distribution Licensee	
Key Ratios		Form No: P12	
S. No	Particulars	PY Actual	CY Estimated
A	<b>Financial &amp; Material Management</b>		
1	Annual capital expenditure/net book value		
2	Distribution cost/Energy sales across consumer categories		
3	Employee cost as a percentage of total cost		
4	Operating expenses / Revenue from Sale of power		
5	Cost of capital		
6	Debt Service Coverage Ratio		
7	Stores Inventory/1000 Km of distribution lines		
9	Working Capital to Revenue from Sale of power		
B	<b>HR Management</b>		
1	Employees per 1000 customers		
2	Employee cost per unit of retail sales		
3	Training participation days per employee		
C	<b>Metering, Billing and Collection</b>		
	Number of Meters per Meter Reader		
	a) Urban		
1	b) Rural		
	Number of meter readings done per meter reader per month		
	a) Urban		
2	b) Rural		
3	Meters defective & damaged / Meters in service		
4	Average level of customer arrears (days/ customer)		
5	Amount (%) involved in customer litigation cases		
6	Number (%) involved in customer litigation cases		
7	Number of computerized bills/Number of manual bills		
D	<b>Operational Performance</b>		
1	Unplanned outage/total outage (Fault breakdown / total outage)		
	Annual replacement rate of Distribution transformers (%): (Distribution Transformers replaced / Transformers in service)		
E	<b>Consumer Services</b>		
1	No. of complaint received per year to total number of consumers (%)		
	Ratio of staff attending complaints per thousand consumers (Skilled /Unskilled staff separately identified)		

Name of Distribution Licensee						
Debt Restructuring			Form No: P13			
S. No	Long Term Loans / Credits from the FIs/banks/ organisations approved by the State Government	Cost of Debt before restructuring	Interest Burden before restr.	Cost of Debt after restr.	Interest Burden after restr.	Benefit (2-4)
		1	2	3	4	5
I						
1	LIC					
2	REC					
3	PFC					
4	Bonds					
5	Bank/FIs					
6	APDRP					
7	Any Other					
	Total of I					
II	Interest on Working Capital Loans Or Short Term Loans					
1						
2						
3						

Name of Distribution Licensee						
Release of New service Connections			Form No: P14			
	Pre-PY	PY	CY	Remarks		
Period	No of service Connections provided with in 30 days of valid requisition for power supply	No of service Connections provided after 30 days of valid requisition for power supply	No of service Connections provided with in 30 days of valid requisition for power supply	No of service Connections provided after 30 days of valid requisition for power supply	No of service Connections provided with in 30 days of valid requisition for power supply	Action Proposed to be taken for providing service connections in time
April						
May						
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
Total						

		Name of Distribution Licensee													
Status of Metering						Form No: P15									
S. No	Category	Antodaya	Domestic	NDNCS	CS	SMS	APS	WPS	SLS	BS	TMS	LS	Total		
1	No of consumers on pre-previous year														
2	No of consumers with defective/unmetered meters														
3	Percentage of defective/unmetered meters														
4	No. of consumers as on Previous year														
5	No of consumers with defective/unmetered meters														
6	Percentage of defective/unmetered meters														
7	Percentage of change from pre-previous year (+/-)														
8	No. of consumers as on current year														
9	No of consumers with defective/unmetered meters														
10	Percentage of defective/unmetered meters														
11	Percentage of change from previous year (+/-)														
12	Target for ensuing year percentage of defective/ unmetered consumers														
13	Target for ensuing year percentage change from current year														

Name of Distribution Licensee				
Materials Management		Form No: P16		
S. No	Category	PY	CY	EY
1	Cost of material procurements (Centralized purchases)			
	Zone 1			
	Zone 2			
	Zone 3			
	Total			
2	Cost of material procurements (Decentralized purchases)			
	Zone 1			
	Zone 2			
	Zone 3			
	Total			
3	Decentralized purchases lying unutilized over 6 months			
	Zone 1			
	Zone 2			
	Zone 3			
	Total			
4	Purchases made in packages			
	With labour			
	Without labour			
	Total			
Notes :-	Details should include the list of decentralized items for which benchmark prices and rate contracts have been finalised			

<b>Name of Distribution Licensee</b>					
<b>Audit</b>	<b>Form No: P17</b>				
<b>S. No</b>	<b>Category (Includes all audits carried out in the previous and current year)</b>	<b>Periodicity of the audit</b>	<b>No. of personnel deployed</b>	<b>Major shortcomings/ findings</b>	<b>Corresponding actions taken</b>
1	Commercial Audit 1				
2	Commercial Audit 2				
3	Commercial Audit 3				
4	Commercial Audit 4				
Notes:- Copy of the latest report of CAG as well as any other special audit/ review conducted by CAG can be attached					

<b>Name of Distribution Licensee</b>				
<b>Pre-paid Metering</b>		<b>Form No: P18</b>		
<b>S. No</b>	<b>Category</b>	<b>PY</b>	<b>CY</b>	<b>EY</b>
1	Number of pre-paid meters at the start of the year			
2	Number of new installations targetted			
3	Number of new installations achieved			
4	Number of pre-paid meters at the end of the year			
5	Number of defects reported during the year			
6	Number of complaints received			
7	Number of complaints attended			
8	Number of complaints pending			
9	Number of prepaid token vending sites at the start of the year			
10	Number of new vending sites established			
11	Number of prepaid token vending sites at the end of the year			
Notes:- Details on the overall assessment of the pre-paid system may be provided along with this format, in terms of quality of meters supplied, etc.				

Name of Distribution Licensee				
Unmanned sub-stations		Form No: P19		
S. No	Category	PY	CY	EY
1	Number of unmanned sub-stations at the start of the year			
2	Number of manned stations to be converted to unmanned (targetted)			
3	Number of manned stations to be converted to unmanned (achieved)			
4	Number of unmanned sub-stations at the end of the year			
5	Number of personnel redeployed due to unmanning			
6	Total outages (more than 10 mins) at unmanned sub-stations			
Notes:- Details on the voltage/MVA capacity, etc of converted substations, the major faults on unmanned substations and the list of companies providing the technology can be provided				

Annexure-4

(See regulation 3(b) &amp; 4(3)(d))

**NAME OF TRADING LICENSEE****INDEX OF REGULATORY COMPLIANCE FORMATS FOR ARR & TARIFF FILING BY TRADING LICENC**

Summary Formats			
1	Sheet	S1	Profit & Loss Account
2	Sheet	S2	Balance Sheet
3	Sheet	S3	Cash flow statement
4	Sheet	S4	Trading Margin

**Instructions for the Trading Licensee:**

- 1) Electronic copy in the form of CD/ Floppy Disc shall also be furnished
- 2) These formats are indicative in nature and the utility may align the line items to its chart of accounts

PY      Previous Year  
 CY      Current Year  
 EY      Ensuing Year



Profit & Loss Account		Name of Trading Licensee		Form No: S1 All figures in Rs Crores	
	Particulars	Ref. Form No.	PY Actual	CY Estimated	EY Projection
<b>A</b>	<b>Revenue</b>				
1	Revenue from Trading				
	<b>Total Revenue or Income</b>				
<b>B</b>	<b>Expenditure</b>				
1	Purchase of Power from identified sources				
2	SLDC Charges				
3	Transmission Charges				
4	Employee costs				
5	Administration and General expenses				
6	Net prior period credit charges				
7	Other Debits, Write-offs				
8	Extraordinary items				
9	Less: Expenses Capitalized				
<b>C</b>	<b>PBDIT</b>				
<b>D</b>	<b>Depreciation and Related debits</b>				
<b>E</b>	<b>PBIT</b>				
1	Interest & Finance Charges				
2	Less: Interest Capitalized				
<b>F</b>	<b>Total Interest and Finance Charges</b>				
<b>G</b>	<b>TOTAL EXPENDITURE</b>				
<b>H</b>	<b>Profit/Loss before Tax</b>				
<b>I</b>	<b>Income Tax</b>				
<b>J</b>	<b>Profit/Loss after Tax</b>				

Name of Trading Licensee					
Balance Sheet		Form No: S2 All figures in Rs Crores			
	Particulars	Ref. Form No.	PY Actual	CY Estimated	EY Projection
<b>I. SOURCES OF FUNDS</b>					
<i>A) Shareholders' Funds</i>					
	a) Share Capital				
	b) Reserves and Surplus				
<i>B) Special Appropriation towards Project Cost</i>					
<i>C) Loan Funds</i>					
	a) Secured Loans				
	b) Unsecured Loans				
<i>D) Other sources of Funds</i>					
	a) Capital contributions from consumers				
	b) Consumers' Security Deposits				
<b>TOTAL SOURCES OF FUNDS</b>					
<b>II. APPLICATION OF FUNDS</b>					
<i>A) Fixed Assets</i>					
	a) Gross Block				
	b) less: Accumulated Depreciation				
	c) Net Block				
	d) Capital Work in Progress				
	e) less: Amount written off till date				
<i>B) Investments</i>					
<i>C) Current Assets, Loans and Advances</i>					
	i) Current Assets				
	ii) Loans & Advances				
<i>D) less: Current Liabilities and Provisions</i>					
	i) Current Liabilities				
	ii) Provisions				
<i>E) Net Current Assets</i>					
<i>F) Miscellaneous Expenditure to the extent not written</i>					
<b>TOTAL APPLICATION OF FUNDS</b>					

Name of Trading Licensee

Cash Flow State Statement

Form No: S3

All figures in Rs Crores

	Particulars	Ref. Form No	PY		
			Actual	CY Estimated	EY Projection
I	Net Funds from Operations: A. Net Funds from Earnings: Profit before Tax Less: Subsidy and Grants Income Tax payment during the year Total of A				
	Cash Outflow: (i) Depreciation (ii) Amortisation of Deferred Cost (iii) Amortisation of Intangible Assets (iv) Investment Allowance Reserve (v) Others, if any. Total of B				
	C.LESS: Credits to Revenue Account not involving Cash Receipts: (i) Depreciation (ii) Total of C				
	Net Funds from Earnings (A+B-C)				
2	Contributions, Grants and Subsidies towards Cost of Capital Assets				
3	Security Deposit from consumers				
4	Proceeds from disposal of Fixed Assets				
5	Total Funds from Operations (1+2+3+4)				
6	Net Increase/(Decrease) in Working Capital: A. Increase/(Decrease) in Current Assets: a) Inventories b) Receivables against sale of power c) Loans and Advances d) Sundry Receivables Total of A				
	B. Increase/(Decrease) in Current Liabilities: a) Borrowings for working capital b) Other Current Liabilities - Power purchase - Others Total of B				
	Net Increase/(Decrease) in Working Capital (A - B)				
7	Net Funds from Operations before Subsidies & Grants (5-6)				
8	Receipts from Revenue Subsidies and Grants				
Total I	Net Funds from Operations including Subsidies & Grants (7+8)				
II	Net Increase/(Decrease) in Capital Liabilities: A. Fresh Borrowings: (a) State Loans (b) Foreign currency Loans/Creditors (c) Other Borrowings Total of A				
	B. Repayments: Repayment of Principal (a) State Loans (b) Foreign currency Loans/Creditors (c) Other Borrowings Total of B				
Total II	Net Increase/(Decrease) in Capital Liabilities (A - B)				
III	Increase/(Decrease) in Equity Capital				
IV	Total Funds available for Capital Expenditure (I+II+III)				
V	Funds Utilised on Capital Expenditure: (a) On Projects (b) Released Assets reissued to works (c) Intangible Assets (d) Deferred Costs Total of V				
VI	Net Increase/(Decrease) in Investments V - VI				
VII	Add: Opening Cash & Bank balances				
VIII					
IX	Closing Cash & Bank Balances (VII+VIII)				

Name of Trading Licensee					
Trading Margin			Form No: S4		
All figures in Rs Crores					
	Particulars	Ref. Form No.	PY	CY	EY
			Actual	Estimated	Projection
	1/Trading Margin in %				

Annexure – 5:

[See regulation 3(b) &amp; 4(3)(e)]

## TRUE UP INDEX

Sl. No.	Sheet	Table Index	Format Sheets
1	Sheet	TR1	Summary Sheet
2	Sheet	TR2	Energy Sales and Revenue
3	Sheet	TR3	Energy Balance
4	Sheet	TR4	Power purchase variations
5	Sheet	TR5	ARR Components

**TR 1: Summary Formats for True Up for PY for Distribution Company**

	Particulars	Approved for PY	Actual for PY
1	Receipts (in Rs Cr)		
a	Revenue from tariffs & Miscell. Charges		
b	Subsidy from Govt.		
	Total		
2	Expenditure (in Rs Cr)		
a	Purchase of Power from Own Stations		
b	Purchase of Power from Other Sources		
c	Intra-State Transmission Charges		
d	R&M Expense		
e	Employee Expenses		
f	A&G Expense		
g	Depreciation		
h	Interest & Finance Charges		
i	Less: Interest & other expenses capitalised		
j	Other Debits (incl. Prov for Bad debts)		
k	Extraordinary Items		
l	Other (Misc.)-net prior period credit		
	Total		
3	Reasonable Return		
4	Other Income		
5	Annual Revenue Requirement (2)+(3)-(4)		
6	Surplus(+) / Shortfall(-) : (1)-(5)		

**TR 2: Energy Sales and Revenue for PY**

Sl. No.	Category	Approved sales for PY	Approved Revenue for PY	Actual sales for PY	Actual revenue for PY
1	2	In MU	In Rs Cr	In MU	In Rs Cr
I	Sales within State across various categories of consumers				
1					
2					
3					
4					
5					
6					
II	Outside State Sales				
	Total				

**TR 3: Energy Balance for PY**

Sl.No.	Particulars	Approved for PY	Actual for PY
1	2	3	4
Energy Available			
1.	Generation from HPSEB Stations		
2.	Power purchase from other sources		
3.	Total availability		
Energy Requirements			
4.	Power sold within the State		
5.	Power sold in interstate sales		
6.	Total sales		
7.	Overall losses		
8.	Overall losses (%)		

**TR 4: Power Purchase Variations for PY**

Sl.No.	Source	Approved for PY		Actual for PY	
		Power purchases (MU)	Cost (Rs. cr)	Power purchases (MU)	Cost (Rs. cr)
1	2	3	4	5	6
1	HPSEB Stations				
2	CGS				
3	Etc				

**TR 5: ARR Components for PY**

Sl.No.	Item of expense	Approved for PY	Actual for PY
1	Purchase of Power from Own Stations		
2	Purchase of Power from Other Sources		
3	Intra-State Transmission Charges		
4	R&M Expense		
5	Employee Expenses		
6	A&G Expense		
7	Depreciation		
8	Interest & Finance Charges		
9	Less: Interest & other expenses capitalized		
10	Other Debits (incl. Prov for Bad debts)		
11	Extraordinary Items		
12	Other (Misc.)-net prior period credit		
	Total		
13	Reasonable Return		

**Annexure – 6****[See regulation 3(b) and 4(8)]****Information on Energy Banking Arrangement**

1. The period during which the energy is to be supplied by the Board and the agency with whom agreement for banking of energy has been executed.
2. Quantum of energy to be supplied by the two parties under the energy banking agreement.
3. The rate and manner in which the final accounting would be affected under the agreement.
4. The conditions, if any, under which the supply of energy by either party can be increased/decreased together with the permissible increase/decrease.
5. Any information which the Commission deems fit.

The above information is required for Previous Year and Current year.

**Annexure-7****[See regulation 3(b) and 4(8)]****Information on PPAs**

1. Name of the project
2. Capacity of the project
3. Whether project under commercial operation. If not the scheduled date of commercial operation during the current year
4. Period of PPA
5. Price/rate at which the power is being purchased by the licensee
6. Whether the price/rate is firm or fixed
7. The range of maximum and minimum price at which the power is estimated to be supplied to the licensee in case the PPA entered upon with the generating company does not specify that the price is firm or fixed
8. Energy generation as per 90% dependable year
9. Any other related information.

The above information is required for all the new PPAs which the Trading Company or the Distribution Licensee enters into.